AUDIT, STANDARDS AND GOVERNANCE COMMITTEE

Number of Members	11, none of whom may be members of the Cabinet + 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 Rules applicable	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) – if there is any conflict, Audit, Standards and Governance Committee Procedure Rules to take precedence
Terms of Reference	1. Stewardship and Audit To provide independent assurance to the Council in relation to: a. The effectiveness of the Council's governance arrangements, risk management framework and internal control environment, including overseeing: • Risk management strategies; • Anti-fraud arrangements; • Whistle-blowing strategies; • Internal and external audit activity • Democratic governance b. the effectiveness of the Council's financial and non-financial performance to the extent it affects

	exposure to risk and poor internal control; c. the annual governance statement. 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. 2. Annual statement of accounts/ recommendations to Council a. To consider and approve the Council's annual statement of account. b. To review the annual strategy, treasury management policy and procedures and make recommendations to Council. 3. Appointment of External Auditors a. To arrange the recruitment and operation of the Council's Auditor Panel, in accordance with the requirements of the Audit and Accountability Act 2014. 4. Standards a. Promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies. b. Assist Councillors and co-opted members to observe the Members' Code of Conduct. c. Advise the Council on the adoption or revision of the Members' Code of Conduct. d. Monitor the operation of the Members' Code of Conduct. f. Advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct. g. Formulate advice for Members and officers on declarations of gifts and hospitality and monitor and review the arrangements for recording interests, gifts

	and hospitality. h. Grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct. i. 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). j.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).k.Monitor and review the operation of the Protocol on Member-Officer relations. l. Monitor and review the operation of the Protocol on Member-Member relations.
Special provisions as to the Chairman	The Chairman shall where possible not be a member of a political group represented in Cabinet
Whipping arrangements	The party whip must not be applied
Substitutes	Substitutes are permitted 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).
Officer attendance	S151 Officer, Monitoring Officer and Audit Services Manager or their deputies are expected to attend each meeting.
Special provisions as to membership	Quasi-judicial meetings training will be required before members sit on hearings. Members of the Cabinet or the Chairman of the Council may not be a member of or substitute on the Audit, Standards & Governance Committee.

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

JOINT APPOINTMENTS COMMITTEE FOR BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL

Local Authority Membership	Bromsgrove District Council and Redditch Borough Council
Functions	• Appointment of Chief Executive/Head of Paid Service • Appointment of Joint Statutory Officer Posts
Number of Members	10 made up of the Leaders of Bromsgrove District Council and Redditch Borough Council plus 4 members appointed by Bromsgrove District Council and 4 members appointed by Redditch Borough Council.
Politically Balanced	Yes
Quorum	6 subject to each Council being represented at a meeting by at least 1 member.
Procedure Rules applicable	The Joint Appointments Committee Composition and Terms of Reference in Part 17, together with all other applicable rules set out under the Constitution and all applicable law.

Terms of Reference	**1. <u>Appointment of Chief Executive/ Head of Paid Service</u>** a. Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of the Joint Chief Executive/Head of Paid Service including the final approval of terms and conditions of employment for that post. b. The final decision as to the appointment of the Joint Chief Executive/ Head of Paid Service shall be reserved to full meetings of both Councils. c. To confirm into post or otherwise, the successful candidate following any probationary or trial period. **2. <u>Appointment of Joint Statutory Officers Post</u>** a. Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of any Joint Statutory Officer Posts. (including the final approval of terms and conditions of employment for that post.) b. The final decision as to the appointment of the Joint Statutory Officer Posts shall be reserved to full meetings of both Councils. **3. General** a. To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer Posts, except for any disciplinary matters which would be determined by the Statutory Officers Disciplinary Panel.

Special provisions as to Chairmanship	To be chaired alternately between the respective Leaders.
Special provisions as to membership	All members of the Committee must have undertaken appropriate training on recruitment and selection with the respective Council, prior to participating in the recruitment process. No substitutes shall be permitted.
Additional information	There will be one standing Sub-Committee of the Joint Appointment Committee known as the Statutory Officer's Disciplinary Panel

LICENSING COMMITTEE

Number of Members	13
Politically Balanced Y/N	Y
Quorum	6
Procedure Rules applicable	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)
Terms of Reference	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 and the Local Government (Miscellaneous) Provisions Act 1976.
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	The Leader, the Deputy Leader and the Chairman of the Council may not be a member of the Licensing Committee

LICENSING SUB-COMMITTEE
(Parent Committee – Licensing Committee)

Number of Members	3 (from the membership of the Licensing Committee) with a fourth reserve Member on standby for each meeting
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20, 21 and 25)
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 the training specified below may sit on the Licensing Sub- Committee: - 1. Committee Process and Quasi-judicial principles training 2. Licensing Act/Gambling Act, taxi licensing and other licensing functions covered by Worcestershire Regulatory Services The Leader, the Deputy Leader and the Chairman of the Council may not be a member of the Licensing Sub-Committee

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

Number of Members	3 (from the membership of the Licensing Committee)
Politically Balanced Y/N	N (but to include where possible a member of the opposition)
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20, 21 and 25)
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 establishment applications; 4. street amenity consents
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	The Leader, the Deputy Leader and the Chairman of the Council may not be a member of the Licensing (Miscellaneous) Sub-

	Committee Only those Councillors who have undertaken the training specified below may sit on the Licensing (Miscellaneous) Sub-Committee. 1. Committee Process and Quasi-judicial principles training 2. Licensing Act/Gambling Act, taxi licensing and other licensing functions covered by Worcestershire Regulatory Services

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 Rules applicable	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	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 The specific terms of reference include:- a. To receive and consider Councillor Calls for Action b. To perform the functions relating to Crime and Disorder Scrutiny (in accordance with the Police and Justice Act 2006) c. To receive and consider Petitions d. To scrutinise the Budget e. To monitor performance improvement f. To identify unsatisfactory progress or performance and make recommendations on remedial action to the Cabinet; g. To monitor the following Council documents/strategies • Council Plan

	• Council Annual Report • Improvement Plan • Performance Management Strategy/Data Quality Strategy • Quarterly Finance & Performance Monitoring report
Special provisions as to the Chairman	The Chairman shall where possible not be a member of a political group represented in Cabinet
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. There will be a named substitute for each member of the Board who will be kept informed of all of the business of the Overview and Scrutiny Board, including receiving copies of the agenda for meetings of the Board, so that they are fully informed when attending meetings on behalf of the lead Member. [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.

PLANNING COMMITTEE

Number of Members	11
Politically Balanced Y/N	Y
Quorum	6
Procedure Rules applicable	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	1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- 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 g. Certificates of Lawfulness h. Operational planning policies 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 of Planning cannot be a member of

the Chairman	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. The Leader may not be a member or act as a substitute for a member of the Planning Committee.

SHAREHOLDERS COMMITTEE – TERMS OF REFERENCE

Number of members	5 (must all be members of the Cabinet)
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Cabinet Procedure Rules
Terms of Reference	1) To approve Spadesbourne Homes Limited's business plan, including any material amendments to the business plan. This should be determined in the financial year prior to the application of the plan. 2) To approve any new development not contemplated in the agreed Spadesbourne Homes Limited business plan. 3) To approve the appointment and dismissal of all directors, including Alternate Directors and senior employees, at Spadesbourne Homes Limited. 4) To approve the terms and conditions of employment and severance package for any Executive Directors and senior employees of the Spadesbourne Homes Limited. 5) To approve the pay framework and job evaluation scheme for Spadesbourne Homes Limited. 6) To adopt the Governance Agreement between the Council and Spadesbourne Homes Limited and to approve any material changes to that agreement. 7) To monitor the performance of Spadesbourne Homes Limited. Quarterly Performance Monitoring Reports should be presented for Members' consideration at every meeting of the Committee. 8) To monitor Spadesbourne Homes Limited's budget position. Quarterly Budget Monitoring Reports should be

	presented for Members' consideration at every meeting of the Committee. 9) To consider the risks and opportunities faced by Spadesbourne Homes Limited and impact on the Council. 10) Reporting and making recommendations to Cabinet on areas outside of the Shareholder Committee's delegated authority. 11) Reporting to Full Council annually on the performance of the trading activities of Spadesbourne Homes Limited. 12) To undertake all other functions divested in the Committee as shareholder of Spadesbourne Homes Limited, including reserved matters, on behalf of the Council. 13) Reviewing the Terms of reference annually and making any necessary recommendations to Cabinet. 14) The Shareholder Committee will not have operational control over Spadesbourne Homes Limited. All decisions regarding the day-to-day operation and management of Spadesbourne Homes Limited rests with the Spadsbourne Homes Board of Directors, which must ensure that Spadesbourne Homes Limited's business is conducted in accordance with the Shareholders' Agreement entered into between the Council and Spadesbourne Homes Limited and in accordance with the Spadesbourne Homes Limited Articles of Association.
Special provisions as to the Chairman	The Chair must be a member of the Cabinet.
Special provisions as to membership	Members of the Committee must all be members of the Cabinet. Only members of the Cabinet can sit as substitutes. The Leaders of each opposition group or their nominated substitute will be invited to attend meetings and be given full rights to participate in meetings although they will not be entitled to vote.

	Members, including substitute Members, should receive suitable training in respect of their roles on the Committee prior to participate in meetings.