

EXECUTIVE COMMITTEE

Terms of Reference, Constitution, Rules and Procedures

Role

1. Through delegated authority, to implement policy and take executive decisions (collectively) in respect of all Council matters and services which are not specifically reserved for Council or delegated to another Committee of the Council or to officers.
2. To consider reports and recommendations from the Overview and Scrutiny Committee, take appropriate action or make recommendations to Council.
3. To prepare the budget for revenue and capital expenditure and to recommend the level of Council Tax for approval by Council, to regularly monitor and review progress in respect of all budget matters.
4. To approve the designation of Exclusion Zones under the Anti-Social Behaviour Act 2003, in consultation with the appropriate Portfolio Holder, West Mercia Constabulary, other stakeholders and local ward Members.
5. To monitor and review the Scheme of Delegation and make recommendations to Council in respect of any changes to existing delegations.
6. With the Chief Executive, to act in the event of civil and natural emergencies, in conjunction with and in accordance with the Emergency Plan and the Emergency Planning Team's advice and guidance.
7. To monitor and review service performance and the progress of Best Value reviews and to receive reports and take appropriate action from the relevant Portfolio Holder where evidence of under-performance or lack of progress has been identified, with a view to commissioning a detailed investigation or review to identify areas for improvement.
8. To receive regular update reports from the Children and Young People's Champion in respect of activities in their respective areas.

Constitution and Powers

9. The Executive Committee will comprise 10 Members, including the Leader of the Council, all to be appointed by Council annually, or such lesser interval as may be necessary. Political balance will apply.
10. The quorum of the Executive Committee will be 3 Members.
11. The Leader of the Council will be the Chairman of the Executive Committee. The Chairman of the Executive Committee will, in the event of equality of voting, have a second or casting vote.
12. The Deputy Leader of the Council will be the Vice-Chairman of the Executive Committee.
13. Although neither the Leader nor any Executive Committee Member will be given individual executive/delegated powers, the Leader may allocate portfolios relevant to a service area or function of the Council, according to their strengths, skills and particular interests.
14. Substitution arrangements will not apply.

15. The Executive Committee may not co-opt any person, whether an elected Member or otherwise, as Members, though for advisory purposes only, it may invite any Members or persons to attend its meetings as deemed suitable.
16. The Executive Committee may appoint Sub-Committees, the membership of which may include any Member of the Council, and which will report with recommendations to the Committee.
17. The Executive Committee may appoint Working Parties jointly with non-Executive Committee Members, particularly to consider the development or review of policies and plans.

Rules and Procedures

18. The Executive Committee will be serviced by the Democratic Services Section.
19. The Executive Committee will ordinarily meet monthly apart from during August and December.
20. Meetings of the Executive Committee will be held in public, with full right of attendance for all councillors, public and press, and Public Participation will apply (Appendix 1 refers).
21. Local Members may attend and speak at Executive Committee meetings with the prior consent of the Chairman.
22. An agenda, together with reports on all the items to be determined, will be circulated to all Members of the Council at least five clear working days before the date of the meeting.
23. Minutes of the Executive Committee will be published and circulated to all Members and press and public within 2 working days. Decisions may be called in for scrutiny, in accordance with the procedure outlined below, and recommendations then made to the Executive for reconsideration or direct to Council.
24. To call in such decisions a request must be made to the Head of Legal & Governance, or in his absence the Democratic Services Manager, within 5 working days of the meeting of the Executive Committee by any 5 Members. Where a call-in request is in accordance with the requirements as set out in the relevant Procedure Rule (see note below), implementation of such decisions will be suspended until such time as the concurrence of the Overview and Scrutiny Committee or the approval of Council is given.

[Refer to Protocol in Part 5 of this Constitution. Determination of the applicability of a call-in request against the criteria set out in the protocol to be made by the Head of Legal & Governance, in consultation with the Chairman of Council and the Chairman of Overview and Scrutiny Committee – with any disagreement being reported to Council.]

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