

## **TERMS OF REFERENCE OF COUNCIL BUSINESS MANAGEMENT COMMITTEE**

- i. The purpose of the Council Business Management Committee is to support the Council's non-executive functions as delegated by Full Council, and in particular:
- ii. Meetings of the full Council
  - To be responsible for the planning and preparation of the agenda, papers and other arrangements for meetings of the Council.
  - To submit recommendations to the Council concerning the appointment of committees and other bodies and their functions and membership.
- iii. Council Appointments to Outside Bodies
  - To submit recommendations to the Council as to the appointment or nomination of persons to serve on outside bodies. In cases of urgency to make appointments or nominations, subject to reporting the details to the next Council meeting for information.
- iv. Civic/Ceremonial
  - To submit recommendations to the Council as to the conferment of rights and privileges (Honorary Alderman, Freedom of the City) and to consider and determine applications to use the City's Coat of Arms.
- v. Constitutional Matters
  - To keep the Council's Constitutional arrangements under review and to approve any in year minor changes relating to the non-Executive arrangements of the Constitution, and to submit recommendations to the Council as to major changes to the Constitution and the adoption of new or amended Standing Orders/ Rules of Procedure.
- vi. Members' Services and Allowances
  - To be accountable for all aspects of services to Members.
  - To keep under review the Council's Allowances Scheme and all other matters relating to Members' allowances.
  - To oversee the Council's relationship with the Independent Remuneration Panel and to submit recommendations to the Council as to both the operation and membership of the Panel.
- vii. Electoral Matters, Parish Councils & Boundary Changes
  - To discharge the Council's various electoral duties under the Representation of the People Acts.
  - To discharge the Council's functions in relation to parishes and parish councils;
  - To discharge the Council's functions under the Local Democracy, Economic Development and Construction Act 2009 (relating to boundary reviews and alterations) and related Local Government legislation.
- viii. Financial & Other Matters
  - To consider any recommendations from the Audit Committee relating to the discharge of the Council's duty, under the Accounts & Audits Regulations 2015.
  - To discharge the Council's functions, relating to pensions, under the Superannuation Acts.
  - To authorise the making of payments, under Section 92 of the Local Government Act 2000, on account of maladministration.

- Foreign travel by Members and Officers of the Council will be reported on a quarterly basis.
- ix. Terms and Conditions of Employment
  - Holding management to account for implementing agreed terms and conditions of employment of staff.
  - Agreeing any changes to terms and conditions of employment (the Birmingham Contract).
  - Holding management to account for the effective consultation and negotiation with employees and representatives of regional and national bodies in connection with terms and conditions of employment.