



Overview and Scrutiny Committee

Tuesday, 5th January,
2016
7.00 pm

Committee Room Two
Town Hall
Redditch



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**If you have any queries on this Agenda please contact
Jess Bayley and Amanda Scarce
Democratic Services Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Ext. 3268) / 881443
e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
a.scarce@bromsgroveandredditch.gov.uk**



Overview and Scrutiny Committee

Tuesday, 5th January, 2016

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Jane Potter (Chair) Gareth Prosser
 Gay Hopkins (Vice-Chair) Paul Swansborough
 Joe Baker Jennifer Wheeler
 David Bush Nina Wood-Ford
 Andrew Fry

<p>1. Apologies and named substitutes</p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p>
<p>2. Declarations of interest and of Party Whip</p>	<p>To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests, and any Party Whip.</p>
<p>3. Minutes (Pages 1 - 8)</p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes attached)</p> <p>(No Specific Ward Relevance)</p>
<p>4. Housing Revenue Account, Rent and Capital 2016/17- Pre-Scrutiny</p> <p>Liz Tompkin, Head of Housing, Sam Morgan, Financial Services Manager</p>	<p>To pre-scrutinise the Housing Revenue Account, Rent and Capital 2016/17.</p> <p>(Report to follow)</p> <p>All Wards</p>

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<p>5. Overview and Scrutiny Recommendation Tracker</p> <p>(Pages 9 - 20)</p>	<p>To consider the latest update on progress that has been achieved with the implementation of recommendations made as part of the Overview and Scrutiny process.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>6. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme</p> <p>(Pages 21 - 40)</p>	<p>To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Executive Committee's Work Programme are suitable for scrutiny.</p> <p>(Minutes of the last two Executive Committee meetings and the latest version of the Executive Committee Work Programme are attached, the next edition of the Executive Committee Work Programme is to follow).</p> <p>(No Specific Ward Relevance)</p>
<p>7. Overview and Scrutiny Work Programme</p> <p>(Pages 41 - 44)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Task Groups - Progress Reports</p> <p>Councillor Gareth Prosser</p>	<p>To consider progress to date on the current reviews against the terms agreed by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <p>a) Joint Worcestershire Increasing Physical Activity Task Group – Redditch Borough Council representative, Councillor Gareth Prosser.</p> <p>(Verbal report)</p> <p>All Wards</p>

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<p>9. Health Overview and Scrutiny Committee</p> <p>Councillor Nina Wood-Ford</p>	<p>To receive a verbal update on the recent work of the Worcestershire Health Overview and Scrutiny Committee.</p> <p>(Verbal report)</p> <p>All Wards</p>
<p>10. Exclusion of the Press and Public</p>	<p>Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – the <u>identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>and may need to be considered as ‘exempt’.</p>



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MINUTES

Present:

Councillor Jane Potter (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Joe Baker, David Bush, Andrew Fry, Gareth Prosser, Paul Swansborough, Jennifer Wheeler and Nina Wood-Ford

Also Present:

Councillors Tom Baker-Price and Pat Witherspoon

Officers:

J Godwin, S Hanley, J Pickering, C Walker and J Willis

Democratic Services Officers:

J Bayley and A Scarce

49. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

50. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Andrew Fry declared an other discloseable interest in Minute No.53. Fees and Charges 2016/17 due to his personal family connection to the Head of Community Services.

51. MINUTES

RESOLVED that

the Minutes of the meeting held on 6th October 2015 be confirmed as a correct record and signed by the Chair.

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Chair

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52. **BEREAVEMENT SERVICES REVIEW OF CREMATION FEES AND CHARGES AND PROPOSED CAPITAL WORKS - PRE-SCRUTINY**

The Chair reminded the Committee that Members had asked to pre-scrutinise all proposed fees and charges for 2016/17 and this report formed part of that pre-scrutiny work. She then invited the Officers to present the Bereavement Services, Review of Cremation Fees and Charges and Proposed Capital Works Report.

Officers explained that a review of the service had recently been undertaken which had enabled the team to look at how it was operated together with the feasibility of the building. In order to carry out the feasibility study advice from external consultants had been obtained focusing on the Council's current position in the national league table of cremation fees and charges and how this had changed in recent years. It was found that the current average fee at Redditch crematorium of £540 was some £106 lower than the national average. If an 8% increase was implemented in the first year the average cost would still be significantly lower than the national average. Comparison with other nearby authorities had also been made and it was noted that the Council had not increased fees in line with the general increase applied by others over a number of years.

Within the fee structure Officers had been mindful to take into account potential issues around funeral poverty and had lowered the fee for particular time slots. They had also ensured that cremations and burials for residents and non-residents under the age of 18 were free to assist bereaved families who suffered the loss of a child.

It was noted that there had been limited investment, other than regular maintenance, in the aging structure of the facility and it had been identified that this might lead to potential unforeseen and costly maintenance issues in the future. It was therefore proposed that a number of improvements be made, as detailed within the report, including the heating system, improvements to the toilet facilities and catafalque improvements. The income from the increase in fees would be offset against the borrowing costs of these improvement works.

Following presentation of the report Members discussed the number of areas in detail:-

- The actual cost of a cremation. Officers confirmed that a breakdown of that cost was not possible using the current

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system but it was hoped this would be available under the proposed new system.

- Any bench marking exercise which the Council carried out on a regular basis.
- Whilst Members agreed with the provision of free cremations and burials for those aged under 18 years, it was questioned whether this should be restricted to those living or being educated in the Borough.
- It was also suggested that the age should take account of those still in education rather than under 18 years of age.
- Members highlighted that whilst the Council charges were “cheap” the service provided was of a very high standard.

RECOMMENDED that the following proposals from Officers concerning Bereavement Services, review of Cremation Fees and Charges and Proposed Capital Works be endorsed:

- 1) the cremation fees for 18 years + are increased as per the table at 3.7;
- 2) the fees previously applied to 17 year olds are amended to start at 18 years old for both residents and non-residents for both cremations and burials;
- 3) facility and heating improvements are approved as per the list at paragraph 4.10;
- 4) a sum of £200K in capital funding be added to the existing £144K making a total of £344K to enable a programme of capital works to take place in 2016; and
- 5) a proportion of the increased income from amended fees is used towards repayment of the capital borrowing costs.

53. FEES AND CHARGES 2016/17 - PRE-SCRUTINY

Officers presented the Fees and Charges Review 2016/17 report and in so doing highlighted to Members that this was the first time the Committee had been able to review it within the statutory timescale and in an updated format. There was a recommended increase of 3% on all fees and charges, with a number of exceptions as detailed within the report. Members were reminded that the fees and charges for Building Control were not included in order to improve efforts to maintain and increase its market share, following the increasing numbers of rival private sector firms providing a similar service.

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The Chair thanked officers for improvements to the format of the report. Members were then given the opportunity to bring forward any particular queries and these included the following:

- The option for an incentive or some sort of loyalty bonus to be introduced for existing members of the Abbey Stadium Gym.
- Building Control – Members commented that it was difficult to be competitive when the Council did not provide some of the services and encouraged customers to use other providers.
- Swimming lessons and the shortage of teachers. Officers provided background information in respect of the national trend and comments received from the Amateur Swimming Association (ASA) at a recent meeting. It was confirmed that a number of options were being considered.
- The role of apprentices in Leisure Services and the loss of trained instructors, together with details of the recruitment process and timescales to replace those instructors.
- The aging equipment at the Abbey Stadium and the potential budget bid which would be put forward in due course.

RECOMMENDED that the fees and charges as detailed in the Review of Fees and Charges for 2016/17 report be endorsed.

54. LEISURE SERVICES OPTIONS SHORT, SHARP REVIEW - FINAL REPORT

Councillor Jane Potter, Chair of the Leisure Services Options Short, Sharp Review, gave a presentation on the findings of the Review together with details of its recommendations. This covered the following areas:

- Background to the review.
- The group's vision for leisure and cultural services in the borough.
- Areas which were investigated and how the investigation was carried out including the issuing of a questionnaire and the responses received from various local authorities.
- The findings from the questionnaires and subsequent visit to Chase Leisure Centre – managed by an external trust.
- Details of the three recommendations together with supporting evidence.
- Additional information for consideration within the report.

Other members of the review group commented on how impressed they had been with the work carried out at Chase Leisure Centre in particular; the partnership working that was being carried out, the

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investment in such things as gym equipment and the significant savings that had been achieved.

Following the presentation of the report Members discussed a number of points in more detail including:

- The timing of the report in view of the work that Officers were carrying out and reference to the work of the previous Abbey Stadium Task Group.
- The inclusion of other facilities within a leisure trust, for example the Palace Theatre and Forge Mill.
- The financial implications and legal costs involved in all leisure trust options and the impact on staff.
- The potential to further develop the shared service with Bromsgrove District Council in the future.
- The current condition of the equipment in the Abbey Stadium and a capital bid which would be coming forward in the future.
- The contractual implications of a trust option and the importance of that contract covering the specific needs and requirements of the Council.
- The responses received from other local authorities to the questionnaire and the extent to which the demographics of those local authorities were similar to that of the Borough.
- The cost of TUPE transferring staff if a leisure trust option was considered, the potential for redundancies following the transfer and whether the Council would be responsible for these.

RESOLVED that

consideration of the Leisure Services Options Short, Sharp Review's recommendations be deferred until completion of the work by Officers in March 2016.

55. REVIEW OF THE OPERATION OF LEISURE SERVICES

The Executive Director, Finance and Resources explained that she was presenting the Leisure Intervention Update Report as she was the lead Director for the strategic purpose; "providing good things to see, do and visit" and provided background information as to the purpose of the report.

The aim of the report was to present feedback from the intervention and transformation work which continued to take place at the Abbey Stadium and the dual use sites, to discuss wider data and demand analysis and to propose the next steps in this work. This included the usage figures and trends and a significant number of benefits

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across the Borough. From the initial data which had been collated it was clear that there remained significant work to be carried out. However, from the investigations so far it was clear that the Council supported a variety of other stakeholders in delivering their objectives within our community. The financial benefit to those stakeholders was an area where further investigation was needed. In respect of the dual use facilities, there had in the past been limited knowledge of the users and the work had highlighted the important role which those facilities played in the community in areas such as social inclusion and preventing anti-social behaviour.

Following the detailed presentation of the report Members raised a number of points, which were discussed:

- Reference was made in the report to rationalisation and Members questioned what areas this referred to. Officers confirmed that specific areas had not as yet been identified.
- Forge Mill Needle Museum and the potential to promote this facility further to attract people into the town.
- Whilst it was acknowledged that this was a good report concerns remained around the cost of providing the service as a whole and the potential for making savings using current service delivery models without making cuts to those services.

RECOMMENDED that the following proposals from Officers concerning the Leisure Intervention Update Report be endorsed:

- 1) further work on identifying the health and well-being impact on our community of the provision of the Leisure offer;**
- 2) report back on the opportunities for improvements as identified in the detailed schedules;**
- 3) a review of revenue received and any opportunities to increase revenue by assessing alternative pricing models; and**
- 4) discuss with the Academies how the provision in the dual use sites can be better provided to support the wider community.**

56. MEDIUM TERM FINANCIAL PLAN - PRESENTATION

Officers delivered a short presentation covering the recent announcements arising from the Comprehensive Spending Review.

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There had been some significant areas highlighted which could potentially impact on the Council, however there was currently insufficient detail to be able to report back to Members accurately. She therefore provided Members with a high level briefing on the following areas:

- Retention of Business Rates by the Council
- Reductions in Revenue Support Grant contributions to local government.
- Reserves and Assets
- Capital Receipts
- The New Homes Bonus

Heads of Service were working towards providing further information about potential savings and any bids or pressures which they anticipated in the foreseeable future. The settlement details for the Council were expected on 16th December 2015. Officers suggested that an additional meeting of the Committee, in mid-January 2016, would ensure that more detailed information arising from this settlement could be provided for Members' consideration.

RESOLVED that

- 1) **the presentation in respect of the Medium Term Financial Plan be noted; and**
- 2) **an extra meeting of the Committee take place in mid-January 2016 in order to receive a more detailed update on the Medium Term financial Plan 2016/17 to 2018/19.**

57. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

Officers informed Members that there were no updates from the Executive Committee Minutes from the meeting held on 13th October 2016. However, an updated copy of the Executive Committee's Work Programme had been tabled at the meeting following its publication earlier in the day and it was noted that a number of items had been postponed.

RESOLVED that

the Executive Committee Minutes of 13th October 2015 and the latest edition of the Executive Committee Work Programme be noted.

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58. OVERVIEW AND SCRUTINY WORK PROGRAMME

Officers confirmed that, in consultation with the Chair, the item in respect of the Housing Benefits presentation had been postponed in recognition of the Committee's current workload.

As previously agreed, the Committee confirmed that Officers should canvas dates for an additional meeting later in January 2016.

RESOLVED that

the Overview and Scrutiny Committee's Work Programme be noted subject to the amendments as detailed in the pre-amble above.

59. TASK GROUPS - PROGRESS REPORTS

Joint Worcestershire Increasing Physical Activity Task Group –
Redditch Borough Council Representative, Councillor Gareth
Prosser

Councillor Prosser confirmed there had been further meetings since his last update covering a number of areas. The date for completion remained January 2016. However Councillor Prosser was not optimistic about this deadline being met. It was thought that the respective representatives from the Districts would be expected to present the final report to their own Overview and Scrutiny Committees.

60. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Wood-Ford, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided Members with an update from the most recent meeting. This had covered two main areas, the draft Joint Health and Well-being Strategy 2016-19 and Cancer Services. Reference had been made to a rise in dementia sufferers and a delay in the treatment of skin cancer sufferers due to the retirement of the specialist. It was also confirmed that the next meeting would be held on 9th December and in light of the recent developments the representatives from the Worcestershire Acute Hospitals NHS Trust would be attending in order to provide an update.

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QUARTERLY MONITORING RECOMMENDATIONS TRACKER

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	No
Relevant Head of Service	Claire Felton, Head of Legal, Equalities, and Democratic Services
Ward(s) Affected	No specific ward relevance.
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report provides an update on the action that has been taken to implement recommendations made through the scrutiny process since the previous quarterly update was provided.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the report be noted.

3. KEY ISSUES**Background**

- 3.1 At the request of the Overview and Scrutiny Committee Members monitor the implementation of scrutiny recommendations on a quarterly basis. The latest update on progress with the implementation of scrutiny recommendations is attached at Appendix 1.
- 3.2 Wherever possible an estimated date for the final implementation of outstanding recommendations has been provided. In cases where an action requested through a scrutiny recommendation has been resolved the recommendation has been recorded as being completed.
- 3.3 The Committee will be aware that there are some recommendations where it would be reasonable for Officers to require further time to implement. For example, Officers would require some time to implement recommendations made at a recent meeting of the Committee. Where possible an explanation has been provided for the delay in implementation.
- 3.4 Members are invited to consider the updates provided regarding these recommendations and to identify whether any further action is required to facilitate the implementation of any of these recommendations.

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- 3.5 The Committee may conclude that, based on the update provided by Officers, it is no longer feasible to implement the action proposed in a recommendation. In these cases Members may want to agree to remove the recommendation from the tracker report and to ask Officers to take no further action.
- 3.6 The Committee is asked to note that once recommendations have been implemented they will be removed from the tracker, though any updates contained in previous editions of the report will remain available to view on the Council's website.

Financial Implications

- 3.7 There are no direct financial implications directly relating to this report.

Legal Implications

- 3.8 There are no legal implications directly relating to this report.

Service / Operational Implications

- 3.9 There are no direct service or operational implications that have been identified for this report.

Customer / Equalities and Diversity Implications

- 3.10 No direct customer or equality and diversity implications have been identified for this report.

4. RISK MANAGEMENT

No risks have been identified.


5. APPENDICES


Appendix 1 – Recommendation Tracker.

AUTHOR OF REPORT



Name: Jess Bayley, Democratic Services Officer
Email: jess.bayley@bromsgroveandredditch.gov.uk
Tel.: (01527) 64252

Overview and Scrutiny Recommendation Tracker



Project / recommendation and date proposed	Action	Team responsible	Date for completion	Rating	Comments
Access for Disabled People (August 2012)					
Recommendation 2	Installation of a canopy over the ramp access to Shopmobility.	Property Services and Community Services	To be confirmed but subject to the outcomes of the planning process.		<p><u>Previous update:</u> Approval will be required from the Kingfisher Centre due to the land being in their ownership. Following this planning permission would also be required.</p> <p>A planning application has been submitted for an amendment to access for Car Park 3 and an additional access point to Car Park 1. Officers are therefore currently unable to take any further action on this recommendation until planning has been either accepted or refused as they will need to assess how any outcomes of this planning process will affect the erection of the canopy.</p> <p><u>June 2015 update:</u> As of 6th May 2015 Officers were waiting for the Kingfisher Shopping Centre to change the access outside Shopmobility, which had been the subject of the planning application. However, Officers have not been advised when this work is likely to be completed.</p>

					<p><u>October 2015:</u> The following update was emailed to Members: There have been significant changes to the access to the car park for Shopmobility since 2012, though they believe that all the work has now been completed by the Kingfisher Shopping Centre. Officers have liaised with representatives of the centre to find out whether the proposed canopy remains viable following alterations to the road into the car park. Officers have been advised that the centre's representatives will liaise with the landlords and hope to update Members in due course regarding the centre's decision on this matter."</p> <p><u>January 2016 Update:</u> At the time of writing the Kingfisher Shopping Centre was continuing to liaise with the landlord regarding this proposal.</p>
Arts and Culture (April 2013)					
Recommendation 9	The "Creative Redditch" artwork to be used on the next bus shelter to be installed in the town centre.	Community Safety	To be confirmed		<p><u>Previous update:</u> There are no plans to install Euroshell type bus shelters that could display the work in town centre at this time. As previously reported to the Committee Officers had explored the option for the creative Redditch artwork to be used on the shutter for the former Poundstretcher unit. However, in December 2014 Officers reported that the prospects for using the Creative Redditch piece at the former PoundStretcher store appeared to be slim.</p>



					<p><u>June 2015 update:</u> Since the last update the landlord of the former Pound Stretcher store on Alcester Street has complied with direction from Planning Enforcement to repair damaged glazing on the shop front and there is felt to be some scope to work with them further to enhance the shop front appearance possibly through the use of artwork such as the “Creative Redditch” piece. This proposal has not yet been costed and so the feasibility remains under consideration by officers at this point.</p> <p><u>September 2015 update:</u> The Community Safety Team is working with the Town Centre Coordinator to assess the feasibility of installing the “Celebrating Redditch” piece and other artwork on or inside the windows of a vacant shop unit on Alcester Street, close to the Palace Theatre.</p> <p>If feasible, the installation will complement a proposal from the Town Centre Partnership to take on this unit to provide space for small businesses. This proposal is subject to the award of business rate relief for the premises.</p> <p><u>January 2016:</u> No further update was provided in advance of the publication of this report.</p>
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Voluntary and Community Sector (July 2014)					
Recommendation 4	The Council to consider employing an apprentice to support the work of the Grants Officer.	Community Services and HR.	To be confirmed.		<p><u>Previous update:</u> There has been a delay in recruiting to this post, partly due to long-term staff sickness absence. Officers are hoping to recruit to an apprentice post, to be shared between Community Services and the Policy team, early in the New Year.</p> <p><u>June and September 2015 update:</u> A decision has been taken to postpone recruiting to this post until autumn 2015 due to long-term staff absence in relevant departments.</p> <p><u>January 2016 update:</u> The post of Grants and Voluntary Sector Co-ordinator is now vacant and is currently being reviewed. An apprentice will be recruited once this review has taken place and it is anticipated to be at the start of the new financial year.</p>
Voluntary and Community Sector (July 2014)					
Recommendation 6a	Dedicated space to be introduced on the intranet to share information about the work services are doing with VCS groups.	Community Services to co-ordinate	To be confirmed		<p><u>June and September 2015 update:</u> Officers have started work with IT and the local Voluntary and Community Sector groups to ensure this space shares important and valuable information. There is currently a delay in populating this space due to a long term staff absence. This will be re-visited once the service is fully staffed.</p>


					<p><u>October 2015 Update to Committee:</u> Due to the staffing matters outlined under recommendation 4 above, this will be actioned once a Co-Ordinator is in post.</p> <p><u>January 2016 update:</u> The same update applies as in October (please also refer to the update in respect of recommendation 4 above).</p>
Voluntary and Community Sector (July 2014)					
Recommendation 10	A Voluntary Sector event to be held and to include a prize giving ceremony.	Community Services to work with Voluntary and Community Sector groups.	To be confirmed.	☹️	<p><u>June and September 2015 update:</u> Officers are planning to engage with local groups to get feedback on this type of event. Due to a long term staff absence, this work and feedback from the consultation will be provided once the service is fully staffed.</p> <p><u>October 2015 update to Committee:</u> Due to the staffing matters outlined under recommendation 4 below, this will be actioned once a Co Ordinator is in post. In the interim, conversations have taken place with the Bromsgrove and Redditch Network to potentially link this action to National Volunteering Week.</p> <p><u>January 2016 update:</u> The same update applies as in October (please also refer to the update in respect of recommendation above).</p>

LGBT Task Group Recommendations (July 2015)					
Recommendation 1	Redditch Borough Council should participate in the Stonewall Workplace Equality Index every year.	Policy team	September 2016		<u>September 2015 update:</u> Forms need to be submitted by organisations participating in the Workplace Equality Index during the calendar year before the index is published. Due to the limited time available prior to the deadline for the 2016 index a decision has been taken to postpone participation until next year. The Chair of the Task Group was consulted about this proposal.
Recommendation 2	Worcestershire County Council should take part in the Stonewall Education Equality Index. Worcestershire County Council should also encourage schools to take part in the Stonewall School Champions Programme and / or to use the Birmingham LGBT Schools Toolkit.				<p><u>September 2015 Update</u></p> <p>As agreed by the Executive Committee the Leader of the Council wrote to the Leader of Worcestershire County Council in July 2015 to request that this recommendation be considered and approved.</p> <p>A positive response was received from the Leader of Worcestershire County Council on 3rd August 2015. This noted that the deadline for participation in the Stonewall Education Equality Index 2015 has now passed. Consideration will be given as to whether to participate in the index in 2016. The response also noted that some schools already participate in LGBT support schemes. Therefore advice is being sought as to the best way forward in respect of this element of the recommendation.</p> <p><u>January 2016 Update:</u> No further update was provided in advance of the publication of this report.</p>

Recommendation 3	There should be a greater celebration of the positive history of the LGBT community during the annual LGBT History Month celebrations with a focus on the specific theme in each given year. This should include holding events at the Palace Theatre.	LGBT Support Services Redditch and LGBT Hate Crime Forum.	February 2016.	☺	<p><u>September 2015 Update:</u></p> <p>The next LGBT History Month is due to take place in February 2016. The Chair of the Task Group presented the group's findings for the consideration of the Worcestershire LGBT Hate Crime Forum on 18th August. There appeared to be general consensus that the community should work together on the next LGBT History month in 2016.</p> <p><u>January 2016 Update:</u> No further update was provided in advance of the publication of this report.</p>
Recommendation 4	A leaflet advertising the support networks available for the LGBT community in Redditch, should be produced.	LGBT Support Services Redditch	On-going.	☺	<p><u>September 2015 Update</u></p> <p>LGBT Support Services Redditch has already started to produce a leaflet to promote the support networks available to the community.</p> <p><u>January 2016 Update:</u> No further update was provided in advance of the publication of this report.</p>
Recommendation 4a	Redditch Borough Council should support any groups that produce this literature by allowing such leaflets to be made available for residents to collect in public venues, such as Redditch Town Hall, and making this information available to view on relevant web pages of the Council's website.	Policy team	Subject to completion of recommendation 4 above.	☺	<p><u>September 2015 Update</u></p> <p>The Executive Committee has indicated that they would be happy for the Council to display this type of leaflet, subject to inclusion of appropriate material within the documentation.</p> <p><u>January 2016 Update:</u> No further update was provided in advance of the publication of this report.</p>

Recommendation 5	The specific mental health needs of the LGBT community should be addressed in equalities training provided to frontline Council staff. This should be covered in one of the equalities briefing sessions that the policy team is due to deliver in forthcoming months.	Policy team	To be confirmed		<p><u>September 2015 update:</u></p> <p>Relevant Officers have been advised about this proposal and have been asked to incorporate this session into the Council's forthcoming equalities training sessions.</p> <p><u>January 2016 Update:</u> No further update was provided in advance of the publication of this report.</p>
Recommendation 6	<p>Local partners should help to promote the following to members of the LGBT community, including on the Redditch and Bromsgrove Wellbeing website:</p> <p>a) gay and bisexual men are eligible for free Hepatitis B vaccinations available at the Arrowside Sexual Health Clinic;</p> <p>b) lesbian and bisexual women are entitled and should be encouraged to attend cervical screening tests.</p>	Redditch Community Wellbeing Trust	After 15th September 2015		<p><u>September 2015 update:</u></p> <p>The Chair of the Task Group attended a meeting of the Redditch Community Wellbeing Trust on 15th September to promote this recommendation to partners. During this meeting the Chair was advised that the Redditch and Bromsgrove Clinical Commissioning Group (CCG) have circulated the group's report for the consideration of GP Practices in the CCG area. The report's findings are also being taken into account as part of ongoing work on a local CCG strategy.</p> <p><u>January 2016 Update:</u> No further update was provided in advance of the publication of this report.</p>

Fees and Charges					
Recommendation (Partially approved)	Members proposed that the fees and charges detailed in the Fees and Charges 2016/17 report be endorsed.	Financial Services	January 2016	☺	The Executive Committee had the power to endorse an increase of fees and charges up to 3 per cent. (Proposed increases to charges over 3 per cent are due to be considered and determined by Council on 25 th January 2016).
Review of the Operation of Leisure Services (Officer report)					
Recommendation 1	Officers were asked to undertake further work on identifying the health and well-being impact on our community of the provision of leisure offer.	Executive Director of Finance and Corporate Resources / Leisure Services	Spring 2016	☺	As this recommendation was only recently approved it is too early to provide an update. The Overview and Scrutiny Committee may want to consider whether the Committee should pre-scrutinise the findings from this additional work in spring 2016.
Recommendation 2	Officers to report back on opportunities for improvements as identified in the detailed schedules.	Executive Director of Finance and Corporate Resources / Leisure Services	Spring 2016	☺	As this recommendation was only recently approved it is too early to provide an update. The Overview and Scrutiny committee may want to consider whether the Committee should pre-scrutinise the findings from this additional work in spring 2016.
Recommendation 3	Officers to undertake a review of the revenue received and any opportunities to increase revenue by assessing alternative pricing models.	Executive Director of Finance and Corporate Resources / Leisure Services	Spring 2016	☺	As this recommendation was only recently approved it is too early to provide an update. The Overview and Scrutiny committee may want to consider whether the Committee should pre-scrutinise the findings from this additional work in spring 2016.

Recommendation 4	Officers to discuss with the Academies how the provision in the dual use sites can be better provided to support the wider community.	Executive Director of Finance and Corporate Resources / Leisure Services	Spring 2016		As this recommendation was only recently approved it is too early to provide an update. The Overview and Scrutiny committee may want to consider whether the Committee should pre-scrutinise the findings from this additional work in spring 2016.
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Executive Committee

Monday, 7 December 2015

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Juliet Brunner, Brandon Clayton, John Fisher, Mark Shurmer, Yvonne Smith, Debbie Taylor and Pat Witherspoon

Also Present:

Joe Baker, Tom Baker-Price, Roger Bennett, Natalie Brookes, David Bush, Michael Chalk, Anita Clayton, Matthew Dormer, Andrew Fry, Gay Hopkins, Jane Potter, Gareth Prosser, Antonia Pulsford, Rachael Smith, Paul Swansborough, David Thain, Jennifer Wheeler and Nina Wood-Ford

Officers:

Kevin Dicks, Sue Hanley, Jayne Pickering, Claire Felton, Lindsey Wood and Sheena Jones

Democratic Services Officer:

Amanda Scarce

50. APOLOGIES

No apologies were received on this occasion.

51. DECLARATIONS OF INTEREST

Councillors Juliet Brunner, Greg Chance, Debbie Taylor, Yvonne Smith and Pat Witherspoon declared an other disclosable interest under Minute No. 53 as members or former members of Unison.

52. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee dated 13th October 2015 be agreed as a correct record and signed by the Chair.

.....
Chair

Executive Committee

Monday, 7 December 2015

53. JOB EVALUATION

The Committee received a report which updated Members on the current position regarding Job Evaluation in order to seek agreement on implementation of the Job Evaluation Scheme and Pay Grade Structure. During the presentation of the report it was highlighted that the Council had been working with the unions for a number of years to prepare a pay model and grading assessment that would enable them to implement Job Evaluation and arrive at a collective agreement with the unions.

An additional recommendation was tabled for Members consideration to clarify that the pay and grading structure were both approved in order to ensure that staff were protected and to give certainty over the period detailed within the recommendation.

Members noted that if a collective agreement was not reached with the unions that a process of dismiss and re-engagement of relevant employees would be commenced. Officers provided details of this process and confirmed that this was a last resort. Members were assured that for those staff affected by such a process, would have continuity of service if they accepted the new contract and this would only refer to those staff that chose not to accept their new contracts.

Officers explained that the Gender Equalities Impact Assessment provided within the report had contained a number of omissions, which resulted in changes to a number of the percentages quoted within the detail of the report. A revised copy had been provided for all Members and was tabled at the meeting, with the omissions/amendments highlighted. Officers drew attention to the Conclusion which provided a summary and highlighted the salient points arising from the report.

Members requested a timeline for implementation of the recommendations should they be approved and it was confirmed that the expected implementation date was September 2016. Officers accepted that this was not ideal but it was explained that this was due to legal constraints and the formal consultation process that needed to be followed.

During the course of discussion Members highlighted the following areas:

- The length of time it had taken to reach the current position – it was understood that the process had begun in 2008/09.

Executive Committee

Monday, 7 December 2015

- The errors within the original Gender Equalities Impact Assessment and the need to table a revised detailed report at the meeting.
- The assimilation arrangements and the use of the white, green and red circles to depict this, together with the overall percentages within particular categories.
- Those unions which had been engaged in the Job Evaluation process.
- The financial implications – it was estimated that this would be no greater than £300k, including National Insurance and Pension contributions.

After further discussion it was

RECOMMENDED that

- 1) Commencement of formal consultation with the Trade Unions with a view to reaching a Collective Agreement to implement the National Joint Council Job Evaluation Scheme be approved;**
- 2) Should a Collective Agreement not be achieved, commencement of a Dismissal and re-engagement process be approved; and**
- 3) (i) the pay and grading structure be approved;
(ii) the proposal to back date any pay increase for 2 years be approved; and
(iii) protection for 2 years for employees whose salary will decrease be approved.**

The Meeting commenced at 6.30 pm
and closed at 7.00 pm



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EXECUTIVE

Committee

15th December 2015

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Juliet Brunner, Brandon Clayton, John Fisher, Mark Shurmer, Yvonne Smith, Debbie Taylor and Pat Witherspoon

Officers:

Jayne Bough, John Godwin, Sue Hanley, Jayne Pickering and Guy Revans

Committee Officer:

Debbie Parker-Jones

54. APOLOGIES

There were no apologies for absence.

55. DECLARATIONS OF INTEREST

There were no declarations of interest.

56. LEADER'S ANNOUNCEMENTS

Withdrawn report – Leisure Services Options Short, Sharp Review

The Leader advised that this report had been withdrawn from the agenda as the Overview and Scrutiny Committee had decided at their meeting on 8th December 2015 that they wanted to defer making a decision on the Review group's recommendations until Officers had completed their work. Scrutiny Members felt that it would be useful to consider all of the information together before any recommendations were made to the Executive Committee about the future delivery of leisure services.

Additional Papers

One set of Additional Papers had been circulated which contained the minutes of the special meeting of the Executive Committee held on 7th December 2015, together with extracts of the minutes of the

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Chair

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15th December 2015

Overview and Scrutiny Committee held on 8th December 2015 in relation to:

- Leisure Intervention Update (agenda item 6);
- Bereavement Services – Review of Cremation Fees and Charges and Proposed Capital Works (agenda item 8); and
- Fees and Charges Review 2016/17 (agenda item 9).

Work Programme

The following reports which were due to be considered at the meeting, or possibly considered at the meeting, had been moved to a later date:

- Purchase of Crossgates House;
- Housing Revenue Account, Rent and Capital 2016/17;
- Housing Business Case;
- Review of Pay Enhancements for Leisure Assistants;
- Matchborough Centre – Consultation; and
- Reorganisation and Change Policy.

57. MINUTES**RESOLVED that**

the minutes of the meeting of the special Executive Committee held on 7th December 2015 be agreed as a correct record and signed by the Chair.

58. THE LEISURE SERVICES OPTIONS SHORT SHARP REVIEW FINAL REPORT

As stated under Leader's Announcements, it was noted that this report had, at the Overview and Scrutiny Committee's request, been withdrawn from the agenda.

RESOLVED that

the position be noted.

59. LEISURE INTERVENTION UPDATE

Members received a report which presented feedback on work undertaken by Officers to further explore how the Leisure offer within the Borough met the Strategic Purpose of 'Providing good things to see, do and visit'. This included feedback from the intervention at the Abbey Stadium and Arrow Vale and Kingsley dual use sites. Members also considered with the report the minute

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extract of the Overview and Scrutiny Committee's meeting on 8th December 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of the Leisure Intervention Update report and which had endorsed all of the report recommendations.

Officers had undertaken a great deal of work in assessing customer demand and had evidenced a significant number of benefits across the Borough as detailed in the report. A significant proportion of service users had stated that their social inclusion and general health and wellbeing benefitted from use of the services. It was noted that whilst cost analysis formed part of the information provided, this was only one element of the overall picture to be considered.

The detailed service schedules appended to the report highlighted a number of opportunities to meet customer demands and for further income generation. Officers advised that additional work was required to fully explore these areas. It was evident that the Council supported a variety of other stakeholders in the delivery of their objectives within the community, with the financial benefits to those stakeholders also requiring further investigation. Notably, the Postural Support Instruction sessions currently provided in the Community Centres represented a potential saving of £550k to the NHS by 2020. Officers stated that they wished to hold discussions with the NHS on potential up-front funding for the Authority in this regard. The additional financial implications detailed in the report were also noted.

In response to a Member question as to when Officers would have sufficient information to begin discussions on the possible options for a leisure trust to manage some or all of the Council's facilities, including the Abbey Stadium, Officers stated that whilst they would be looking to bring back a further update report to Executive in approximately March/April 2016, this would not be looking at leisure trust options. The report would instead provide further details in relation to issues such as customer demand, health and well-being and any discussions which had taken place with the Council's partners/stakeholders. Any discussion of the Leisure Services Options Short, Sharp Review group's recommendations would take place as and when the group wished to present their report to the Executive for consideration.

Members welcomed the report and thanked Officers for the detailed work which had gone into producing this. It was agreed that Officers should continue to build on this work and present a further update report to the Executive Committee in approximately March/April 2016. Only when all of the required data, measures and evidence had been obtained could Members make an informed

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decision on how current provision met the Council's strategic purposes and how leisure services in the Borough should be delivered in the future.

RESOLVED that**Officers:**

- 1) undertake further work on identifying the health and well-being impact on the community of the provision of the Leisure offer;**
- 2) report back on the opportunities for improvements as identified in the detailed schedules;**
- 3) undertake a review of revenue received and any opportunities to increase revenue by assessing alternative pricing models; and**
- 4) discuss with the Academies how the provision in the dual use sites can be better provided to support the wider community.**

60. PROVISION OF DISABLED CAR PARKING SPACES - COUNCIL-OWNED PARKING AREAS

Members received a report which sought approval of a new Disabled Car Parking Space (DCPS) Policy, together with a review to be undertaken by Officers of the current disabled parking scheme and associated temporary resource for completion of the review.

Officers explained that the disabled parking scheme was discretionary and that the new policy would help them address what could sometimes be difficult issues given the increased demand for parking spaces in recent years. It was noted that the policy, which applied to all residents of the Borough and not just Council tenants, provided clear guidelines for Officers to work to, whilst still allowing for some flexibility and consideration of all available options under the scheme.

Members felt that there should be an ongoing review of allocated spaces, with a strict requirement for spaces to be handed back to the Council when residents' circumstances were such that they were no longer eligible for these.

It was noted that the Council could only provide spaces within car parking areas that were owned by the Council, and that future discussions would take place with Worcestershire County Council

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regarding the provision of spaces where an applicant's property was only served by an adopted highway.

RESOLVED that

- 1) a review of the existing disabled parking scheme be carried out, to include the administration of this and existing spaces already marked;
- 2) a 12-month temporary resource to complete the review be agreed; and
- 3) the Disabled Car Parking Space (DCPS) Policy appended to the report be approved.

61. BEREAVEMENT SERVICES - REVIEW OF CREMATION FEES AND CHARGES AND PROPOSED CAPITAL WORKS

The Committee considered a report, for recommendation to full Council, on Cremation and burial fees and proposed capital works. Members also considered with the report the minute extract of the Overview and Scrutiny Committee's meeting on 8th December 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of this report and which had endorsed all of the report recommendations.

Officers explained the background to the report and the need for building improvements in order for the crematorium to continue to operate effectively, accommodate increased demand and to be fit for modern day needs and purpose. The most notable impact on customers would be the requirement to close the facility to allow works to take place and Officers would be looking at alternative chapel provision during this time. Members highlighted the need for Officers to fully consult with undertakers, whom they hoped would in turn give feedback on their clients' views, and for any building works to be implemented as smoothly as possible.

Members discussed the proposals for the fees previously applied to 17 year olds to be amended to start at 18 years old, for both residents and non-residents, for cremations and burials. Officers advised that during the period April to September 2015 only 12 non-resident cremations and burials had taken place. An amendment was moved and seconded to recommendation 2.2 of the report, for no charge to apply to under 18 year old residents of the Borough only, and not to non-residents. Following a vote on this the amendment fell and the substantive recommendation was carried.

RECOMMENDED that

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- 1) the cremation fees for 18 years+ are increased as follows:

	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020
Time slots	As per current fees and charges for 17+	18 years+ (FOC for under 18 as per 1.2 of report)	18 years+ (FOC for under 18 as per 1.2 of report)	18 years+ (FOC for under 18 as per 1.2 of report)	18 years+ (FOC for under 18 as per 1.2 of report)
8.30am 9.00am	£410	£440	£480	£520	£560
9.30am 10.15am	£530	£500	£540	£580	£630
11.00am onwards	£540	£580	£630	£680	£730

- 2) the fees previously applied to 17 year olds are amended to start at 18 years old for both residents and non-residents for both cremations and burials;
- 3) facility and heating improvements are approved as per the list at paragraph 4.10 of the report and the report appendices;
- 4) a sum of £200k in capital funding be added to the existing £144k making a total of £344k to enable a programme of capital works to take place in 2016; and
- 5) a proportion of the increased income from amended fees be used towards repayment of the capital borrowing costs.

62. FEES AND CHARGES REVIEW 2016/17

The Committee considered the proposed fees and charges for 2016/17 for the Council's chargeable services. Members also considered with the report the minute extract of the Overview and Scrutiny Committee's meeting on 8th December 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of this report and which had endorsed the report recommendations. This was the first time the Overview and Scrutiny Committee had been able to review the report within the statutory timescale and in an updated format, which the Committee had welcomed.

It was noted that there were two distinct elements to the fees and charges; those involving increases of up to 3%, which following the

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meeting of full Council on 7th December the Executive Committee could now resolve on, and those where increases of in excess of 3% were being proposed (as detailed in paragraph 3.5 of the report), which still required full Council approval. Officers provided explanations in relation to those fees and charges that it was proposed be increased at a different rate to that approved by Council, and the justifications behind the additional increases, and responded to Member questions in this regard.

Members noted an error in the text at paragraph 3.2 of the report. This proposed that the fees and charges be increased with effect from 1st January 2016 in the circumstances quoted. However it was noted that for the higher proposed increases full Council would not be meeting until the end of January, meaning the proposed date for implementation of any agreed higher fee increases would be 1st February 2016. Officers apologised for this oversight and agreed to make clear the position when this was reported to Council.

RECOMMENDED that

- 1) **the fees and charges detailed at paragraph 3.5 of the report and included at Appendix 1 to the report, which have a proposed increase for 2016/17 of over 3%, be approved; and**

RESOLVED that

- 2) **the fees and charges presented in Appendix 1 to the report that are increased up to 3% for 2016/17 be approved.**

63. UPDATE ON THE MEDIUM TERM FINANCIAL PLAN 2015/16-2017/18

The Committee received an Officer presentation on financial planning for 2016/17 – 2018/19. This included an update on the known implications for the Council of central government's Comprehensive Spending Review and Autumn Statement which had been issued in November.

There would be a 24% reduction in local government funding over the period, with the government's aim being to eliminate the deficit by 2019/20 with a £10b surplus. More details should be forthcoming in the final Local Government Settlement, which it was anticipated would be made known by 17th December 2015.

Subject to the final detail, Officers spoke on the possible impact to the Council on:

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- Business Rates;
- Reserves and Assets;
- Capital receipts; and
- New Homes Bonus.

Heads of Service were currently working through the detail of savings, bids and pressures. Balances currently stood at £1.9m and reserves at £2m. Members queried whether any guarantees had been forthcoming at this stage as to whether the New Homes Bonus would continue not to be ringfenced. Officers commented that this appeared to be the case, so far as any guarantee could be obtained at this stage.

Officers stated that they would issue a copy of the presentation slides and a note on the financial position to all Members.

RESOLVED that**the position be noted****64. FINANCE MONITORING QUARTER 2 2015/16**

The Committee received a report which detailed the Council's final financial position for both General Fund and Revenue for the period April to September 2015 (Quarter 2 2015/16).

Officers explained that the picture was quite positive, with there currently being a fairly healthy underspend projected for the year end. There were a number of senior officer vacancies within the Housing Enabling Team, which would be looked into as part of the restructure of the service. There had been a loss of Supporting People funding and Officers across the board were currently comparing the 2016/17 budgets against the anticipated 2015/16 budgets.

In response to Member questions regarding staff vacancies that had not been recruited to and how long these posts had been vacant for, Officers explained that where Heads of Service considered vacancies to be business critical such posts were recruited to. Efficiencies were made wherever possible and services were currently in the process of being transformed, with some posts being retained for future redeployment opportunities. A Member requested a briefing note on current vacant posts within each service area and the reasons for any vacancies, which Officers agreed to provide outside of the meeting.

A query was also raised in relation to where in the Borough the Section 106 funded project in the report recommendation was

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taking place. Officers agreed to check the position with this outside of the meeting and to report back to Members on this.

RECOMMENDED that

- 1) **the 2015/16 Capital Programme is increased by £25k to include a Section 106 funded project to improve CCTV within the local area/underpass; and**

RESOLVED that

- 2) **the current financial position for General Fund and Revenue as detailed in the report be noted.**

65. NOMINATION OF AN ASSET OF COMMUNITY VALUE - THE EAGLE PUBLIC HOUSE, EVESHAM ROAD, REDDITCH

The Committee considered a report which sought Member support to list The Eagle Public House, Evesham Road, Redditch as an Asset of Community Value.

Officers explained the listing process, financial implications for the Authority and rights of appeal of any listing decision. It was noted that under the new process introduced in November 2012 the final decision as to whether to list an asset rested with the Head of Planning and Regeneration Services, in consultation with the Portfolio Holder for Planning and Regeneration.

Members noted that Punch Partnerships and the local Ward Councillors had been consulted as part of the listing process for The Eagle Public House, and that no objections had been received in response.

RESOLVED that

the Executive Committee support the listing of The Eagle Public House, Evesham Road, Redditch as an Asset of Community Value.

66. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 6th October 2015.

It was noted that there were no recommendations to consider.

RESOLVED that

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the minutes of the meeting of the Overview and Scrutiny Committee held on 6th October 2015 be received and noted.

67. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

The Committee received, under Additional Papers, the minute extracts and recommendations of the 8th December 2015 Overview and Scrutiny Committee in relation to the Committee's pre-scrutiny of the following reports:

- Leisure Intervention Update (agenda item 6);
- Bereavement Services – Review of Cremation Fees and Charges and Proposed Capital Works (agenda item 8); and
- Fees and Charges Review 2016/17 (agenda item 9).

These were considered along with the relevant agenda items (Minute No.'s 59, 61 and 62 respectively refer).

68. ADVISORY PANELS - UPDATE REPORT

Officers advised that the Housing Advisory Panel information detailed in the report was out of date and that a number of meetings of the Panel had taken place since March 2015, with the next Panel meeting planned for January 2016.

RESOLVED that

the report and Officer update be noted.

The Meeting commenced at 7.00 pm
and closed at 9.25 pm

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Chair

EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

7 January 2016 to 30 April 2016

(published as at 8th December 2015)



This Work Programme gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months. "Key Decisions" are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: democratic@bromsgroveandredditch.gov.uk

The Executive Committee's meetings are normally held at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527) 64252, ext: 3257 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you. The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Bill Hartnett, Portfolio Holder for Community Leadership and Partnership
Councillor Greg Chance, Portfolio Holder for Planning, regeneration, Economic Development and Transport
Councillor John Fisher, Portfolio Holder for Corporate Management
Councillor Yvonne Smith, Portfolio holder for Community Safety and Regulatory Services
Councillor Mark Shurmer, Portfolio Holder for Housing
Councillor Debbie Taylor, Portfolio Holder for the Local Environment
Councillor Pat Witherspoon, Portfolio Holder for Leisure and Tourism
Councillor Juliet Brunner
Councillor Brandon Clayton

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Housing Business Case Key: No	Executive Not before 12th Jan 2016 Council Not before 22nd Feb 2016		Report of the Head of Housing Services	Liz Tompkin, Head of Housing Tel: 01527 64252 ext 3304
Purchase of Crossgates House Key: Yes	Executive 12 Jan 2016		Report of the Head of Customer Access and Financial Support	Amanda de Warr, Head of Customer Access and Financial Support Tel: 01527 64252
Review of Pay Enhancements for Leisure Assistants Key: No	Executive 12 Jan 2016		Report of the Head of Leisure and Cultural Services	Dave Wheeler, Leisure Services Manager Tel: 01527 64252 ext 3313
Housing Revenue Account, rent and capital 2016-17 Key: No	Executive 12 Jan 2016 Council 25 Jan 2016		Report of the Head of Housing Services	Liz Tompkin, Head of Housing, Sam Morgan, Financial Services Manager Emma Cartwright, Housing Performance and Database Manager Tel: 01527 64252 ext 3304, Tel: 01527 64252 ext 3790 Tel: 01527 64252 ext 3994

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Medium Term Financial Plan 2016/17 - 2018/19 Key: No	Executive 12 Jan 2016		Report of the Executive Director Finance and Resources	Jayne Pickering, Executive Director, Finance and Resources Tel: 01527 881207
Matchborough Centre - consultation Key: No	Executive 12 Jan 2016		Report of the Head of Housing and Regeneration	Sharron Williams, Planning Officer Tel: 01527 64252 ext 3372
CCTV Code of Practice Key: No	Executive 12 Jan 2016		Report of the Head of Community Services	Rachel McAndrews, CCTV and Telecare Services Manager Tel: 01527 64252 ext 3126
Council tax base Key: No	Executive 12 Jan 2016		Report of the Executive Director Finance and Resources	Sam Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
Independent Remuneration Panel (IRP) Report and Recommendations Key: No	Executive 12 Jan 2016 Council 25 Jan 2016		Report of the Independent Remuneration Panel and covering report by the Head of Legal, Equalities and Democratic Services	Sheena Jones, Democratic Services Manager Tel: 01527 64252 ext 3257

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Health and Safety Policy - Contractor Security Key: No	Executive Not before 2nd Feb 2016 Council Not before 22nd Feb 2016		Report of the Head of Business Transformation and Organisational Development	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Contractor Safety Policy Key: No	Executive Not before 2nd Feb 2016 Council Not before 22nd Feb 2016		Report of the Head of Business Transformation and Organisational Development	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Lone Working Policy Key: No	Executive Not before 2nd Feb 2016 Council Not before 22nd Feb 2016		Report of the Head of Business Transformation and Organisational Development	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Borough of Redditch Plan no.4 - Modifications Key: No	Executive 8 Mar 2016 Council Not before 4th Apr 2016		Report of the Head of Planning and Regeneration	Emma Baker, Development Plans Manager Tel: 01527 64252 ext 3034
Applying Article 4 directions to The Council's schedule of locally listed buildings Key: Yes	Executive Not before 8th Mar 2016		Report of the Head of Planning and Regeneration	Emma Newfield, Planning Officer Tel: 01527 597031

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Overview and Scrutiny Committee Annual Report Key: No	Executive 19 Apr 2016		Report of the Overview and Scrutiny Committee	Jess Bayley, Democratic Services Officer Tel: 01527 64252 ext 3268
Reorganisation and Change Policy Key: No	Executive Not before 2nd May 2016 Council Not before 2nd May 2016		Report of the Head of Transformation and Organisational Development	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256
Tenancy Policy Key: No	Executive		Report of the Head of Housing	

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Overview & Scrutiny

Committee

5th January 2016

WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting Consideration of the Executive Committee Work Programme Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Task Groups / Short, Sharp Review Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	REGULAR ITEMS Update on the work of the Crime and Disorder Scrutiny Panel. Quarterly Tracker Report	Chair of the Crime and Disorder Scrutiny Panel Relevant Lead Head(s) of Service

Overview & Scrutiny

Committee

5th January 2016

	<p>REGULAR ITEMS</p> <p>Updates on the work of the Worcestershire Health Overview and Scrutiny Committee</p> <p>Annual Monitoring Report – Redditch Sustainable Community Strategy</p>	<p>Redditch Borough Council representative on the Health Overview and Scrutiny Committee</p> <p>Relevant Lead Head(s) of Service</p>
OTHER ITEMS - DATE FIXED		
5th January 2016	Housing Revenue Account Rent and Capital Report – Pre-Scrutiny	Relevant Lead Head(s) of Service
5th January 2016	Overview and Scrutiny Recommendation Tracker	Relevant Lead Head(s) of Service
20th January 2016	Update on the Medium Term Financial Plan	Relevant lead Director
16th February 2016	Medium Term Financial Plan – Consideration of Executive Committee’s budget recommendations	Relevant lead Director
1st March 2016	Housing Benefits - Presentation	Relevant Lead Head(s) of Service
1st March 2016	Local Strategic Partnership – Monitoring Update Report	Relevant lead Director
1st March 2015	Overview and Scrutiny Annual Report	Councillor Potter

Overview & Scrutiny

Committee

5th January 2016

12th April 2016	Overview and Scrutiny Recommendation Tracker	Relevant Lead Head(s) of Service
OTHER ITEMS - DATE NOT FIXED		
	Tackling Obesity Task Group - Feedback	Councillor Potter

