



Overview and Scrutiny Committee

Thursday, 2nd June,
2016
7.00 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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**If you have any queries on this Agenda please contact
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Democratic Services Officers**

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Overview and Scrutiny

Committee

Thursday, 2nd June, 2016

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Jane Potter (Chair) Andrew Fry
 Gay Hopkins (Vice-Chair) Paul Swansborough
 Joe Baker Jennifer Wheeler
 Tom Baker-Price Nina Wood-Ford
 Matthew Dormer

<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. Budget and Performance Scrutiny Working Groups (Pages 9 - 12) Councillor Jane Potter</p>	<p>To consider a proposal to establish a Budget Scrutiny Working Group and a Performance Scrutiny Working Group in the 2016/17 municipal year.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>5. Overview and Scrutiny Training - Feedback Report</p>	<p>To consider feedback from the Overview and Scrutiny training that took place on 31st May and to determine whether to add any suggested items for scrutiny to the Committee's Work Programme.</p> <p>(Report to follow)</p> <p>(No Specific Ward Relevance)</p>

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<p>6. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme (Pages 13 - 20)</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. (Minutes attached).</p> <p>(No Specific Ward Relevance)</p>
<p>7. Overview and Scrutiny Work Programme (Pages 21 - 22)</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 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>
<p>9. Health Overview and Scrutiny Committee 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>

10. Exclusion of the Press and Public

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:

“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”.

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;

and may need to be considered as ‘exempt’.



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Tuesday, 12th April, 2016

MINUTES

Present:

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

Also Present:

Councillors Tom Baker-Price, Roger Bennett, Natalie Brookes, Antonia Pulsford, David Thain and D Jones (Independent Person, Audit, Governance and Standards Committee)

Officers:

Tracy Beech, Jackie Boreham, Sue Garratt, John Godwin, Sam Morgan, Jayne Pickering and Deb Poole

Democratic Services Officer:

J Bayley and A Scarce

90. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received from Councillor Andrew Fry.

91. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

92. MINUTES

RESOLVED that

the minutes of the meeting held on 1st March 2016 be confirmed as a correct record and signed by the Chair.

93. PERFORMANCE DASHBOARD - PRESENTATION

The Chair reminded the Committee that all Members had been invited to attend the demonstration of the Corporate Dashboard which was delivered by Officers.

.....
Chair

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Officers explained that the Corporate Dashboard had been created over a number of years and was unique to Redditch and Bromsgrove Councils. The data collected focused on areas covered by the Council's strategic purposes, which had been agreed by Councillors. The aim was for the data to be fluid and for those using it to be able to use it to draw down information on a particular area which would enable the user to see a full picture of that area. Performance Indicators in the traditional format were no longer used, being replaced by measures which could be used to gain a much more holistic understanding of the Council's position in respect of service delivery at any one time.

During the demonstration Officers covered the following points in more detail:

- The aim of the measures was to help Heads of Service deliver better operational services.
- A common sense approach has been used which was geared towards the needs of the Council's customers.
- The data included various graphs and background information together with the commentary which related to any significant changes which had occurred in performance over time.
- The data had been collected from 2013 to 2015 and would be updated regularly.
- How a good measure should identify a number of further questions which would allow Members to look at the information provided "in the round".
- Members could discuss the data in order to meet with relevant officers to get further information about a particular area.
- The Dashboard was designed to be interactive and easy to use. Members were shown how they could create their own Dashboard picking out particular areas of interest.
- Councillors could access the Dashboard via the sunray units in each of the group rooms and it was hoped that access would also be available via Councillors' iPads in due course.

Following the demonstration Members discussed a number of areas in more detail:

- The flexibility of the dashboard and how the data would be used.
- How the measures had been chosen and whether these would be regularly updated.
- The lack of performance indicators and planned targets and the impact this could have in particular areas. It was explained that the key objectives would be met by measuring

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what the Council was delivering and any problems which were highlighted would be investigated in more detail.

- The upper and lower control limits and how these could be adjusted to take account of any anomalies which may occur within the data.
- Who had built the system. It was confirmed that this had been undertaken “in house” by Council staff.

Officers encouraged Members to take time to look further at the Dashboard and to contact relevant members of staff if further explanation was required.

The Chair thanked Officers for the demonstration and suggested that in future the Committee might want to receive further presentations or to set up a Task Group to look at the Corporate Dashboard in more detail and to establish how it could best help the Committee in its work.

RESOLVED that

the demonstration be noted.

94. S106 FUNDING - INFORMATION

The Chair reminded the Committee that a number of questions in respect of Section 106 monies had been raised at a meeting earlier in the year and Officers had been invited to deliver a presentation which would respond to those questions. Officers had also provided a written report which gave details of the present financial position in respect of this funding.

The presentation covered the following points:

- How much funding was available.
- The sources of Section 106 funding. Members were advised these were a form of mitigation that was used to make what would otherwise be an unacceptable development, acceptable.
- All funding needed to be necessary, related and proportionate to the particular permission.
- What criteria were applied to determine how the funds were spent. The Committee was informed that this was set out in the legal agreement and each case would therefore be different.
- Who determined how the funding was spent. This was down to the decision maker based on information related to the necessary mitigation.

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- The length of time the funding was available. Members were advised that this was specified in each individual agreement.
- How Members could influence the use of the funding. Officers explained that Members could influence the use of funding through the pre-application process and via the Planning Committee.

Following the presentation Members discussed a number of issues including:

- Whether there was a particular cut off point for the monies being spent and whether the funding had to be returned to the developer if not spent within that time scale.
- How payment was made (for example whether this was direct to the Council or the developer could pay a supplier directly).
- How Members could influence how the funding was spent and the timeline for discussions.
- How an application which was cross boundary would be dealt with and whether funding would be split or go to one particular authority.
- The impact of a development in a particular ward that could also affect other wards.
- Whether all Members were informed of a development or just the relevant Ward Member. Officers agreed to check the Council's constitution and provide Members with clarification on this point outside of the meeting.
- In order to be involved in any pre-application discussions Members needed to have received the appropriate training.
- The involvement of Worcestershire County Council in the process.

Officers also provided Members with details of the current balance of Section 106 funding allocated to the Council, explaining that £600k had been allocated to capital projects and £566k related to commuted sums and would be spent on maintaining the areas adopted by the Council as specified in the Section 106 agreements. Following further discussions Members agreed that it would be useful to receive regular updates as to the financial position in respect of this funding.

RESOLVED that

Officers provide six monthly updates in respect of the current balance of Section 106 funding.

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95. IMPROVING ACCESS FOR PEOPLE WITH DISABILITIES TO REDDITCH TAXI FLEETS SHORT, SHARP REVIEW - FINAL REPORT

Councillor Gay Hopkins, Chair of the review, delivered a presentation which provided background information as to why it had been set up. She explained that it had been a very intense piece of work over a short period of time.

The presentation provided information in respect of the number of taxis in Redditch, together with data in respect of the number of wheelchair accessible vehicles (WAVs), the types of disabilities that could affect people when travelling by taxi, and details about relevant legislation. Councillor Hopkins stressed that there were some very good drivers in the Borough who provided excellent services to those in need. However, improvements could still be made to services available to customers with disabilities. She went on to provide a summary of the supporting evidence for each of the recommendations that had been put forward by the group and provided details of the rationale behind each one.

Following the presentation Members of the review, who were present at the meeting, supported the recommendations and advised the Committee that as the Chair had stated, it had been a very informative, intense piece of work which had tackled a very difficult subject. The Chair of the review responded to a number of questions from Members and following further discussion it was

RECOMMENDED to the Licensing Committee that

The Hackney Carriage Vehicle Licensing Policy and the Private Hire Vehicle Licensing Policy should be amended:

- 1.1) to allow applications for new hackney carriages to be made for vehicles that are less than six years old, meet European M1 safety standards and have facilities for carrying a disabled person in a wheelchair within the vehicle. (*This relates to the Hackney Carriage Vehicle Licensing Policy only*);**
- 1.2) to require drivers to display stickers in their vehicles that provide information about how to report complaints;**
- 1.3) the Driver Licence Policy – Application for a Hackney Carriage and / or Private Hire Vehicle Driver’s Licence – should be amended to require that refresher training**

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should be provided on driving standards and disability awareness to taxi drivers every three years;

- 2.1) there should be a media campaign to guide disabled people and taxi drivers when travelling by taxi about their rights and responsibilities;
- 2.2) WRS should publish a list of drivers who currently operate licensed wheelchair accessible vehicles on the WRS and Redditch Borough Council websites in a similar format to Brighton and Hove City Council and Eden District Council;
- 3.1) WRS should undertake a review of the conditions attached to taxi operators' licences; and
- 3.2) the Licensing Committee should review the effectiveness of the disability awareness training provided to taxi drivers.

96. OVERVIEW AND SCRUTINY - RECOMMENDATION TRACKER REPORT

Officers provided feedback in respect of a number of recommendations which had been completed or were near completion:

- Voluntary and Community Sector Task Group – These recommendations had been completely or were in the process of being implemented and would now be removed from the tracker.
- Provision of Support Networks for the LGBT Community Task Group – Councillor Baker, the former Chair of the review, had reported that the LGBT Support Services Network had recently informed him that the LGBT leaflet had had a positive impact on attendance at cervical screenings and requests for Hepatitis B vaccinations by members of the LGBT community. However, further information had not been forthcoming from Worcestershire County Council in respect of the group's second recommendation and it was suggested that those Members who were also County Councillors might wish to take this matter up on behalf of the Committee.
- Arts and Culture Centre Task Group – The Community Safety Team had confirmed that unfortunately it was not possible to install the Creative Redditch art work on the shutter of the former Poundstretcher store.

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Members expressed disappointment that the Apprenticeship post supporting the Grants Officer had not yet been filled. Officers confirmed that this would be discussed further and a more detailed update would be provided for Members' consideration outside of the meeting.

RESOLVED that

- 1) County Councillors Fry and Baker be asked to request a response from the relevant officers at Worcestershire County Council in respect of the outstanding recommendation from the Provision of Support Networks for the LGBT Community Task Group; and**
- 2) Officers contact the Community Safety Team to request that they consider using the Creative Redditch art work for any future bus shelters located in the town centre, as detailed in the Arts and Culture Task Group's recommendations.**

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

Officers confirmed that there were no updates in relation to Overview and Scrutiny within the Executive Committee minutes from 8th March 2016. In respect of the Work Programme Members were asked to consider whether there were any items which they wished to pre-scrutinise.

RESOLVED that

the Executive Committee Minutes of 8th March 2015 together with the latest addition of the Executive Committee's Work Programme be noted.

98. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Chair reminded Members that a training event for Overview and Scrutiny would take place on 31st May 2016. She also thanked Members and officers for their support during the year.

RESOLVED that

subject to the inclusion of a six monthly update in respect of Section 106 monies, the Overview and Scrutiny Committee's Work Programme be noted.

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99. TASK GROUPS - PROGRESS REPORTS

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

Councillor Prosser informed Members that a meeting had been held on 31st March when the draft recommendations had been discussed and amended. The final report would now be submitted to the Cabinet at Worcestershire County Council, although Councillor Prosser advised that the date for this had not yet been agreed.

100. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Nina Wood-Ford, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), had been unable to attend the most recent meeting of this Committee due to illness and did not therefore have an update for Members.

The Meeting commenced at 7.00 pm
and closed at 8.45 pm

**OVERVIEW AND SCRUTINY
COMMITTEE**

2nd June 2016

**OVERVIEW AND SCRUTINY – BUDGET AND PERFORMANCE SCRUTINY
WORKING GROUPS**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	No
Relevant Head of Service	Jayne Pickering, Executive Director of Finance and Corporate Resources and Deb Poole, Head of Business Transformation and Organisational Development.
Ward(s) Affected	All wards.
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report provides Members with an opportunity to consider proposals from the Chair of the Committee to launch a Budget Scrutiny Working Group and a Performance Scrutiny Working Group in 2016/17.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** on the following options:

- 1) to establish a Budget Scrutiny Working Group and to identify a Chair from amongst the members of the Overview and Scrutiny Committee to lead this group; and
- 2) to establish a Performance Scrutiny Working Group and to identify a Chair from amongst the members of the Overview and Scrutiny Committee to lead this group; OR
- 3) that no further action be taken by Overview and Scrutiny Members in respect of this matter; OR
- 4) alternative action, to be identified and clearly specified during the meeting, should be taken in relation to this matter.

3. KEY ISSUES**Background**

- 3.1 Overview and Scrutiny has an important role in the local democratic process. In line with standard national practice the Redditch Overview and Scrutiny Committee scrutinises the Council's budget and holds the Executive Committee, senior Officers and external agencies to account for the performance of local public services.

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- 3.2 There is always the potential for improvements to be made to the Council's scrutiny process in order to ensure that it makes a constructive contribution to local decision making. Mindful of this the Chair of the Overview and Scrutiny Committee, following consultation with senior Officers, is proposing that a Budget Scrutiny Working Group and a Performance Scrutiny Working Group be introduced at the Council.

Budget Scrutiny Working Group

- 3.3 Budget scrutiny has become an increasingly important part of the Overview and Scrutiny process in Redditch in recent years. In the past two years progress has been achieved in improving the content and presentation of the reports provided for the consideration of the Overview and Scrutiny Committee and Officers are commended for their hard work to achieve this.

- 3.4 However, like many local authorities, the Council is facing challenging economic circumstances. In this context the role of budget scrutiny will become even more important in the future. A Budget Scrutiny Working Group could help to enhance the budget scrutiny process. When considering whether to launch a Budget Scrutiny Working Group the Committee is asked to note the following:

- A working group could meet in private and dedicate their time to considering budget information in detail.
- Members of the working group would develop expertise in considering financial matters.
- The working group would need to be chaired by a member of the Overview and Scrutiny Committee and s/he would be expected to provide regular updates to the Committee on the work of the group.
- Meetings could be scheduled so as to provide sufficient time for the working group to consider figures and propose constructive recommendations for the consideration of the Executive Committee.
- Recommendations from the group would be evidence based.
- A Budget Scrutiny Working Group would help to address recommendations from the Council's external auditors that there should be greater involvement of Members in the Council's budget setting process.

Performance Scrutiny Working Group

- 3.5 Scrutiny of the performance of local public services is a key responsibility of Overview and Scrutiny. The Council maintains performance data on a Corporate Measures Dashboard. The Overview and Scrutiny Committee received a demonstration on the content of the dashboard in April 2016. This revealed that not only was the dashboard a useful tool for Council services but it could also be a key resource for Overview and Scrutiny.

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- 3.6 However, the dashboard contains a vast amount of data which can be difficult to assess during one off presentations. A Performance Scrutiny Working Group could help Members to develop greater familiarity with the content of the dashboard and to identify ways in which this resource could be used in the scrutiny process. When considering whether to establish a Performance Scrutiny Working Group Members are asked to take the following into account.
- The working group could meet in private and Members could dedicate their time to familiarising themselves with the content of the dashboard.
 - Members of the working group would develop expertise on this subject.
 - Any findings and recommendations from the working group could be reported back to the Overview and Scrutiny Committee by the Chair who will need to be a member of the Committee.
 - Recommendations arising from the working group's work would be evidence based.
 - The content of the dashboard could help Members of the working group to identify topics that would be suitable for a Task Group or Short, Sharp Review exercise.
 - The content of the dashboard could also help Members to identify areas of service performance requiring more detailed investigation by the Overview and Scrutiny Committee.
 - The establishment of a Performance Scrutiny Working Group would help to address recommendations from the Council's external auditors that there should be greater involvement of Members in managing service performance.

Financial Implications

- 3.7 The establishment of a Budget Scrutiny Working Group could help to enhance the Council's budget setting process.

Legal Implications

- 3.8 There are no specific legal implications.

Service / Operational Implications

- 3.9 Many local authorities have Scrutiny Committees and Panels that focus purely on their Council's budget and service performance. By introducing the Budget Scrutiny Working Group and Performance Scrutiny Working Group the Overview and Scrutiny Committee would be following established practice in other parts of the country.
- 3.10 The Overview and Scrutiny Committee previously agreed that there should only be two Task Groups or Short, Sharp Reviews at any one time. The introduction of these working groups could impact on the capacity of both Members and Officers to get involved in more than one Task Group or Short, Sharp Review exercise at a time. However, the Committee is asked to note that in 2015/16 Members only

**OVERVIEW AND SCRUTINY
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undertook one Task Group or Short, Sharp Review exercise at any one time so the impact of this may not be significant.

- 3.11 In line with standard practice Members would have an opportunity to review the effectiveness of the working groups at the end of the municipal year as part of the preparation of the Overview and Scrutiny Annual Report 2016/17. If Members conclude that the working groups have not added value they could be disbanded.

Customer / Equalities and Diversity Implications

- 3.12 There are no specific customer or equalities and diversity implications.

4. RISK MANAGEMENT

No specific risks have been identified.

AUTHOR OF REPORT

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Executive Committee

Tuesday, 19 April 2016

MINUTES

Present:

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

Officers:

Lyndsey Berry, Clare Flanagan, Sue Hanley and Emma Newfield

Committee Services Officer:

Debbie Parker-Jones

111. APOLOGIES

An apology for absence was received from Councillor Mark Shurmer.

112. DECLARATIONS OF INTEREST

There were no declarations of interest.

113. LEADER'S ANNOUNCEMENTS

Work Programme

It was noted that the Leisure Intervention Update report, which was due to be considered at the meeting, had been deferred to a later date.

Sallie Swan

The Leader advised of the sad news of the passing of Sallie Swan, Vice-Chairman of Redditch United Football Club, which he had learned of at the weekend. He would be writing to Chris Swan, Club Chairman, to express the Council's condolences.

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Chair

Queen's 90th Birthday Beacon Celebration

The Leader advised of a beacon lighting event which was taking place on Thursday 21st April at 6.15pm at the Bandstand, Church Green, as part of a national beacon lighting project in celebration of the Queen's 90th birthday. The event was due to be attended by a number of local dignitaries.

114. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 8th March 2016 be agreed as a correct record and signed by the Chair.

115. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 1st March 2016.

It was noted that there were no recommendations to consider.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 1st March 2016 be received and noted.

116. TOWN CENTRE PUBLIC REALM

Members received a report which provided information on a proposed public realm improvement scheme for the Town Centre. An error was noted in part 2 of the report recommendation, which should have stated £275k capital expenditure and not £250k.

Members were asked to approve Phase 1 of the Town Centre Improvements Scheme for the enhancement of Alcester Street and Market Place, and to also approve capital expenditure of £275k towards the estimated total cost for this phase of the Scheme.

Members expressed concerns in relation to damage which had previously been caused to existing brickwork along Alcester Street following works carried out by the statutory undertakers, which they wished to ensure would not be repeated in the future. Officers stated that as the proposed enhancements were on highways land, they had spoken with Worcestershire County Council who had given various assurances in this regard. Members were advised that public realm improvements received special status, which included like-for-like repairs. The statutory undertakers were also

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due to complete any known works prior to the commencement of the enhancement works in mid-January 2017.

Regarding current signage by St Stephens Church, Church Green West, a request was made by Members that Officers look into the possibility of installing additional fingerpost signage to denote where the Bandstand and Train Station were located, with the Train Station in particular reported as being poorly signposted when entering the town.

RESOLVED that

- 1) **the plan as set out in Appendix 1 to the report and timescales for the enhancement of Alcester Street and Market Place be approved; and**
- 2) **Capital expenditure of £275k towards the estimated total cost for this phase of the public realm scheme be approved.**

117. ASSET OF COMMUNITY VALUE - THE SEVEN STARS INN

The Committee considered a report which sought Member support to list the Seven Stars Inn, Birchfield Road, Redditch as an Asset of Community Value.

Officers explained the listing process and the community element of this. The Rocklands Social Club (owners of the freehold for the Seven Stars Inn) and the local ward Councillors had been consulted as part of the listing process, and no objections had been received in response. Members also noted the possible financial implications to the Authority.

RESOLVED that

the Executive Committee support the listing of the Seven Stars Public House, Birchfield Road, Redditch as an Asset of Community Value.

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

There were no outstanding referrals to consider.

119. ADVISORY PANELS - UPDATE REPORT

It was noted that the meeting of the Planning Advisory Panel scheduled for earlier that evening had been cancelled due to lack of business.

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RESOLVED that
the report be noted.

The Meeting commenced at 7.00 pm
and closed at 7.17 pm

EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

6 June 2016 to 30 September 2016

(published as at 9th May 2016)



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
Saturday Opening Hours at the Town Hall Key: No	Executive 7 Jun 2016		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252
Write off of Debts 2015-16 Key: No	Executive 7 Jun 2016		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252
Housing Business Case Key: No	Executive Not before 7th Jun 2016 Council 20 Jun 2016		Report of the Head of Housing Services	Liz Tompkin, Head of Housing Tel: 01527 64252 ext 3304
Borough of Redditch Plan no.4 - Modifications Key: No	Executive 7 Jun 2016 Council 20 Jun 2016		Report of the Head of Planning and Regeneration	Ruth Bamford, Head of Planning and Regeneration Tel: 01527 64252 ext 3219
Applying Article 4 directions to The Council's schedule of locally listed buildings Key: Yes	Executive 7 Jun 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
Reorganisation and Change Policy Key: No	Executive 7 Jun 2016 Council 20 Jun 2016		Report of the Head of Transformation and Organisational Development	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256
Leisure Intervention Update Key: No	Executive 12 Jul 2016		Report of the Executive Director Finance and Resources	Jayne Pickering, Executive Director, Finance and Resources Tel: 01527 881207
Council Tax Support Scheme - Draft Scheme Key: Yes	Executive 12 Jul 2016		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252
Health and Safety Policies Key: No	Executive 12 Jul 2016 Council 25 Jul 2016		Report of the Head of Transformation and Organisational Development	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Finance Monitoring Quarter 1, April - June 2016/17 Key: No	Executive 12 Jul 2016		Report of the Executive Director Finance and Resources	Sam Morgan, Financial Services Manager Tel: 01527 64252 ext 3790

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
Consolidated Revenue and Capital Outturn and Financial Reserves Statement 2015/16 financial year Key: No	Executive 12 Jul 2016		Report of the Executive Director Finance and Resources	Sam Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
Voluntary and Community Sector Grants Programme 2017/18 - funding proposals Key: No	Executive 13 Sep 2016		Report of the Head of Community Services	Judith Willis, Head of Community Services Tel: 01527 64252 ext 3284
Council Tax Support Scheme - Final Scheme Key: No	Executive 1 Nov 2016 Council 21 Nov 2016		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252

Overview & Scrutiny

Committee

2nd June 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 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
	REGULAR ITEMS Update on the work of the Crime and Disorder Scrutiny Panel. Quarterly Tracker Report Updates on the work of the Worcestershire Health Overview and Scrutiny Committee Annual Monitoring Report – Redditch Sustainable Community Strategy Biannual Update on S106 funding	Chair of the Crime and Disorder Scrutiny Panel Relevant Lead Head(s) of Service Redditch Borough Council representative on the Health Overview and Scrutiny Committee Relevant Lead Head(s) of Service Relevant Lead Director

Overview & Scrutiny

Committee

2nd June 2016

OTHER ITEMS - DATE FIXED		
31st May 2016	Overview and Scrutiny Training	Relevant Lead Head of Service
2nd June 2016	Considering outcomes of the Overview and Scrutiny Training	Relevant Lead Head of Service
2nd June 2016	Budget and Performance Working Groups – Report	Councillor Jane Potter
5th July 2016	Leisure Intervention – Pre-Scrutiny	Relevant Lead Director
5th July 2016	Joint Increasing Physical Activities Task Group – Final Report	Councillor Gareth Prosser
OTHER ITEMS – DATE NOT FIXED		
	Housing Benefits Presentation	Relevant Lead Head(s) of Service
	Tackling Obesity Task Group - Feedback	Councillor Potter
	Leisure Services Options Short, Sharp Review – reconsideration of the group’s final report	Councillor Potter