

additional papers 1

Executive Committee

Tuesday 12th July
2011
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Executive

12th July 2011

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Carole Gandy (Chair)	Malcolm Hall
	Michael Braley (Vice-Chair)	Jinny Pearce
	Juliet Brunner	Debbie Taylor
	Greg Chance	Derek Taylor
	Brandon Clayton	

7, 8 and 9

Shared Services Board - Minutes

(Pages 177 - 182)

Chief Executive

To consider the minutes of the most recent meeting of the Shared Services Board.

(Minutes attached)

(No Specific Ward Relevance);

SHARED SERVICES BOARD

30th June 2011 at 5.30pm

COMMITTEE ROOM 3, TOWN HALL, REDDITCH

Present: Councillors Carole Gandy (Chair), Bill Hartnett, Michael Braley and Malcolm Hall (Redditch Borough Council)
Councillors Steve Colella and Margaret Sherrey (Bromsgrove District Council)

Also in attendance: Cllr Jinny Pearce (Observer, RBC)

Officers: Ruth Bamford, Kevin Dicks, Sue Hanley, Helen Mole and Deb Poole.

Notes: Steve Skinner.

1. **APOLOGIES**

There were no apologies for absence.

Cllr Gandy welcomed Cllr Sherry to her first meeting of the Board.

2. **MINUTES**

The minutes of the previous meeting of the Board held on 22nd March 2011 were agreed as a correct record.

There were no matters arising.

3. **PROGRESS REPORT**

The Board considered a report in respect of all elements of the Shared Service work involving Redditch Borough and Bromsgrove District Councils undertaken to date. The report had been made available to all members of both Councils.

The report detailed progress, service by service, by reference to a traffic light status system, which indicated whether the service was:

- **Green** - on track to achieve the stated benefits and performing satisfactorily.
- **Amber** - experiencing some performance issues and/or issues with achieving stated benefits, but which were expected to be eventually resolved.
- **Red** - experiencing some performance issues and/or issues with achieving the stated benefits which were not all expected to be resolved.

Officers provided further clarification in response to a range of detailed points raised by Members, which did not trigger any significant additional matters or actions.

Members then considered the recommendation to bring forward consideration of a Single Business Case to the Board's August meeting. Officers explained that a single management structure would improve subsequent transformation processes considerably, as well as bringing greater clarity to staff; avoiding unnecessary delays; and achieving some earlier savings.

Mr Dicks explained that it would not, in all cases go the whole way down a structure, for example where local delivery of a service was very different in each Council, such as in Customer Services.

Members agreed that it was important to maintain the momentum achieved to date in the roll-out of shared services and that what was now being proposed was the best plan. It appeared to be essentially supported by staff and Trade Unions and enabled staff to better plan for their futures and, although a challenging prospect, worth doing sooner rather than later.

Finally, with reference to the financial summaries, appended to the report, Members were keen to see further evidence that costs (Revenue and Capital) and savings were being accurately re-allocated across both Councils. Officers agreed to take this comment on board.

It was AGREED that

- 1) Members note progress to date, as detailed in the report; and**

RECOMMENDED that

- 2) Officers be tasked with producing, for the August meeting of the Board, a Single Business Case that will identify the benefits and risks associated with moving the remaining services into a shared environment by the end of the calendar year, in so far as this is currently achievable, between Bromsgrove District and Redditch Borough Councils.**

4. LOCAL LAND CHARGES SERVICE – BUSINESS CASE

Mrs Bamford, as relevant Head of Service, presented the Business Case for a shared Local Land Charges Service. In doing so, she tabled representations very recently received from two members of staff. These were noted and referred to the later consultation round on the proposals.

The Board noted that four options had been considered:

- Option 1 - No change to existing arrangements;
- Option 2 - Transform first, then Shared Service;
- Option 3 - Contract Out; and
- Option 4 - Two-stage approach whereby the service is shared and then interim measures put in place to achieve transformation, followed by a further review of staff and resources once transformation is complete.

The recommendation before Members was for Option 4.

Members noted the current differences between the existing provision of Local Land Charges Services at Redditch and Bromsgrove, and also the potential for a very different kind of service if maximum use was made of current IT capabilities.

It was noted that, before this could occur, much data loading and checking would be required to ensure all electronic records were fully up to date and accurate, subject to which, access to the service could be far less Officer-reliant. Some of this work would be the responsibility of Local Land Charges staff themselves, and some the responsibility of contributing services, such as Planning, Environmental Health and Highways.

Therefore the preferred option was for a two-stage approach: one permanent full time employee was currently proposed, plus a further half-time post until such time as this second post was thought to be no longer required. Subject to later consultation and further consideration this proposal might yet change.

Members noted that, in terms of fee income, the Local Land Charges Service was not allowed to generate a surplus, only cover its costs. It was therefore accepted that, in this case, there might not be a great advantage in financial terms. However the proposal generally helped to move both Councils closer towards Transformation.

It was AGREED that

the delivery of a Shared Local Land Charges Service, provided by a single Team hosted by Bromsgrove District Council (Option 4) be recommended to both the Redditch Borough Council Executive Committee and Bromsgrove District Council Cabinet.

5. BUILDING CONTROL SERVICES – BUSINESS CASE

Mrs Bamford, as relevant Head of Service, presented the Business Case for sharing Building Control Services across Redditch, Bromsgrove and Wyre Forest Districts.

The Board noted that six options had been considered:

Option 1 - No change to existing arrangements;

Option 2 - Minor changes only;

Option 3 - Shared Service between Redditch and Bromsgrove only;

Option 4 - Outsource the service;

Option 5 - County-wide Building Control Service;

Option 6 - North Worcestershire Shared Service between Redditch, Bromsgrove and Wyre Forest Districts.

The recommendation before Members was for Option 6.

This proposal offered significant savings, partly deriving from reduced staff costs. Management arrangements would be similar to those proposed for the North Worcestershire Economic Development Shared Service.

Members noted the rationale for Bromsgrove to host this service was more complex than simply because it was geographically the central point. This was a service which has less need for a direct public interface at each Council office. However, Members acknowledged the need to maintain high levels of 'local knowledge', which was one reason that a County-wide option had not been recommended.

It was AGREED that

the following be recommended to the respective decision-making bodies of the three constituent local authorities:

- 1) in accordance with the agreed PID dated 9th December 2010, the three partner Councils proceed with the creation of the shared service in accordance with recommendation 6: the delivery of Shared Building Control Services, provided by a single Team, hosted by Bromsgrove District Council;**
- 2) implementation costs be shared on the same basis as the total revised service costs amongst the three Councils to reflect the percentage of the initial budget allocation into the service (as detailed at Appendix 5 to the report); this to be subject to final financial agreements being in place between the partner authorities; and**
- 3) the new service be known as 'North Worcestershire Building Control' and use a service specific logo and document templates, the design of which is to be formally agreed before the completion of this project.**

6. **DATE OF NEXT MEETING**

It was noted that the next scheduled meeting would be held on Thursday 18th August 2011 at 5.30 p.m. in Committee Room 3 at Redditch Town Hall.

The meeting closed at 6.55 p.m.

