

additional papers 1

Overview and Scrutiny Committee

Tue 16 Aug
2011
7.00 pm

Council Chamber
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).



Overview and Scrutiny

Committee

Tuesday, 16th August, 2011

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Phil Mould (Chair)	Gay Hopkins
	Mark Shurmer	Luke Stephens
	(Vice-Chair)	Brenda Quinney
	Peter Anderson	Simon Chalk
	Andrew Brazier	Alan Mason
	Andrew Fry	
	Bill Hartnett	

5. Executive Committee Minutes and Scrutiny of the Forward Plan

(Pages 1 - 4)

To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Forward Plan are suitable for scrutiny.

(Minutes attached).

(No Specific Ward Relevance);



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2nd August 2011

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Brandon Clayton, Malcolm Hall, Jinny Pearce, Debbie Taylor and Derek Taylor

Also Present:

Officers:

K Dicks, C Flanagan, C John, T Kristunas and J Pickering

Committee Services Officer:

D Sunman

42. APOLOGIES

There were no apologies for absence.

43. DECLARATIONS OF INTEREST

There were no declarations of interest.

44. LEADER'S ANNOUNCEMENTS

The Chair advised the Committee that the following items of business, scheduled on the Forward Plan to be dealt with at this evening's meeting, had been rescheduled to a later meeting of the Committee:

- Town Centre Landscape Improvements (including Church Green); and
- Solar Panel Scheme

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Chair

45. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 12th July 2011 be confirmed as a correct record and signed by the Chair.

46. EMPLOYMENT POLICIES - REVIEW

The Committee received a report which sought approval for a number of revised employee policies.

Officers reported that the revised policies had been developed and agreed with the trade unions.

Members thanked Officers and trade unions representatives for their involvement in this important work.

Members were informed that a final pay model and relevant equality impact assessments had been sent to UNISON National Office and that it was anticipated that a timeline would be received from them within the next two weeks.

RECOMMENDED that

the following Employment Policies be approved:

- **Annual Leave Entitlements;**
- **Committee Allowance Policy;**
- **Services in Non Regular Forces Policy;**
- **Flexitime Policy;**
- **Travelling and Subsistence Policy;**
- **Job Evaluation Policy;**
- **Reorganisation and Change Policy.**

47. INFORMATION SHELTERS - REQUEST TO DISCONNECT ELECTRICITY / DEMOLISH SITES

Members considered a report which sought approval to demolish the five existing tourist information shelters located at key gateway sites on entrances to the town.

Officers reported that the shelters were in a poor state of repair, the information and maps were out of date and that there was no evidence of them being well used. Significant funding would be required if the shelters were to remain including £4,690 per annum in electricity costs, which contributes unnecessarily to the Council's carbon footprint.

Members were informed that following a successful bid by Worcestershire County Council to the Department of Transport to roll out the 'Choose how you Move 2' project, money would be available to provide six information kiosks in Redditch. This project had been designed to encourage more sustainable transport in the town.

RECOMMENDED that

- 1) **the information shelters be demolished and the lighting system be disconnected; and**
- 2) **the annual budget for electricity consumption for 2011/12 be diverted into the energy efficiency 'spend to save' fund.**

48. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 5th July 2011.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 5th July 2011 be received and noted.

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

There were no minutes or referrals under this item.

50. ADVISORY PANELS - UPDATE REPORT

The Committee received an update on the work of the Advisory Panels and similar bodies and noted the following meeting dates:

- Housing Advisory Panel: 5th September 2011
- Planning Advisory Panel 9th August 2011

51. ACTION MONITORING

The Committee received an Action Monitoring report.

RESOLVED that

- 1) **the report be noted;**

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- 2) **a report on the disposal and future of Park House (Evesham Street) be deferred to the meeting of the Executive Committee on 13th September 2011; and**
- 3) **a report be produced by Officers detailing the financial impact of Shared Services on the participating Councils in respect of matters including savings to date, set-up costs and redundancy costs.**

The Meeting commenced at 7.00 pm
and closed at 7.32 pm

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Chair