

additional papers 1

Council

Monday 16th April
2012
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).



Council

16th April 2012

7.00 pm

Council Chamber Town Hall

9. Executive Committee

To receive and consider the minutes from the following meeting of the Executive Committee:

3 April 2012

There are no outstanding matters requiring the Council's attention.

(Minutes attached)



Executive Committee

3rd April 2012

MINUTES

Present:

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

Also Present:

Councillors Peter Anderson, Andrew Brazier, David Bush, Roger Hill, Gay Hopkins, Brenda Quinney

Officers:

M Craggs, K Dicks, C Flanagan and G Revans

Committee Services Officer:

D Sunman

202. APOLOGIES

Apologies for absence were received on behalf of Councillors Debbie Taylor and Jinny Pearce.

203. DECLARATIONS OF INTEREST

There were no declarations of interest.

204. LEADER'S ANNOUNCEMENTS

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

- Concessionary Rents Policy

She also advised that she had accepted the following item as Urgent Business:

- Increasing Rates of Recycling Review – Final Report

(Not on the Forward Plan for this meeting)

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Chair

205. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 13th March 2012 be confirmed as a correct record and signed by the Chair.

206. INCREASING RATES OF RECYCLING REVIEW - FINAL REPORT

The Committee received the final report of the Increasing Rates of Recycling Review Task and Finish Group, The Chair of the group, Councillor Gay Hopkins, gave a presentation on the findings of the review.

In particular, she highlighted how the group gathered information, which included visits to:

- EnviroSort to see how recyclable waste is processed;
- Various sites across the town to see how the Council had made it easier for people to recycle as part of the 100% Project; and
- A number of Bring Bank sites across the town.

The group had also gone out with crews to collect waste from both grey and green bins.

The group's findings included:

- Many people in Redditch are already keen recyclers but were not aware that larger or additional green bins could be provided on request without charge;
- Many residents were uncertain about what could be recycled and more examples should be available to show how recyclable waste is used;
- Identification of areas where the most and least recycling had been collected to target future work to increase recycling;
- The waste collection crews were very enthusiastic about helping to increase recycling;

- The unnecessary cost incurred in providing additional grey bins on request; and
- The increase in street sweepings which had reduced the Council's overall recycling rates.

Members noted that in some areas of Redditch, e.g Smallwood and Mount Pleasant, rates of recycling might be lower because of the type of property and narrowness of roads in those areas.

The Committee thanked the members of the Increasing Rates of Recycling Review Task Group, and the Officers involved its production, for their excellent report.

RESOLVED that

the recommendations of the Increasing Rates of Recycling Review be approved as follows

1. WORKING WITH THE MEDIA

- a) A media strategy be developed to help forge a close working relationship with the local media to publicise what can be recycled, illustrate how recycled waste is eventually reused, and to explain the importance of reducing waste – for example through the *Love Food Hate Waste* campaign;**
- b) Press releases are issued to the local media on a regular basis to remind residents that they can have an extra or larger green bin at no charge; and**
- c) The Council work with the local media to publicise its new approach to collect waste from grey bins from all districts in the Borough one week, and to collect from all green bins the next when this is introduced in 2012/13 as part of the 'route optimisation' work.**

2. GENERAL PUBLICITY

- a) As part of the Council's regular recycling campaign, that images be displayed of items made 100% from recycled products on the Council's fleet of waste collection vehicles to publicise what happens to recycling and to reassure residents that recycling is worthwhile; and**

- b) A new sticker be produced that can be placed on bins with excess recyclables to inform residents that they can have an extra or larger green bin at no charge.

3. CAPTURING AND UTILISING WASTE DATA

- a) Maps which illustrate tonnage levels for grey bin waste and green bin waste collected by individual areas be produced at regular intervals; and
- b) This information be used to target areas with the lowest recycling rates with publicity and awareness raising activities to promote waste minimisation and recycling.

4. ENGAGING WITH MINORITY ETHNIC AND TRANSIENT COMMUNITIES

- a) The Council engages with groups and forums that represent minority ethnic communities in Redditch to help inform more residents from these communities about recycling;
- b) The Council work with the local education authority to further promote the benefits of recycling in schools, especially in those areas identified by the recycling maps as having the lowest rates in Redditch; and
- c) The Council work closely with local landlord groups, representatives and the Council's Tenancy team, to communicate information about recycling and waste minimisation to transient communities within Redditch.

5. RAISING MEMBERS AWARENESS

A Members Information Session be arranged to inform Members of the new 'route optimisation' approach to collecting recyclable and non-recyclable waste in Redditch and Bromsgrove, and at the same time, to receive a general overview of the waste collection service, including information on the EnviroSort facility.

6. OPERATIONAL

- a) The waste collection crews be encouraged to feedback any concerns to management when collecting from the grey or green bins, including

identifying any specific areas that do not appear to be recycling properly, so that improvements quickly can be made;

- b) The waste collection crews be empowered to swiftly resolve recycling/general waste issues for residents where this is possible;
- c) The Council should look to address the problem of residents requesting extra grey bins; and
- d) The Council consider introducing dual purpose litter bins outside retail outlets, especially in public parks and local centres.

**7. IMPLEMENTATING AND MONITORING
RECOMMENDATIONS**

That Officers develop and implementation plan, including financial considerations, to deliver the report's recommendations and update the Overview and Scrutiny Committee on progress made within six months of the report's endorsement.

207. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 6th March 2012. It was noted that there were no recommendations to consider.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee on 6th March be received and noted,

208. WORCESTERSHIRE SHARED SERVICE JOINT COMMITTEE - MINUTES

The Committee received the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 23rd February 2012.

RESOLVED that the minutes be noted.

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

There were no minutes or referrals to consider under this item.

Executive

Committee

3rd April 2012

210. ADVISORY PANELS - UPDATE REPORT

Members considered and noted the latest version of the report on the activity of the Council's Advisory Panels and similar bodies. It was noted that the last meeting of the Grants Panel.

211. ACTION MONITORING

Members considered and noted the most recent version of the Committee's Action report.

The Meeting commenced at 7.00 pm
and closed at 8.05 pm

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Chair