

minute book 1

# Council

Mon 22 Jun  
2009  
7.00 pm

Council Chamber  
Town Hall  
Redditch



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)



# INDEX

<u>Meeting</u>	<u>Date</u>	<u>Page No's</u>
<b>SECTION I</b>		
Council	18 May 2009 (Special Meeting)	3 - 5
	18 May 2009 (Annual Meeting)	7 - 47
<b>SECTION II</b>		
Executive Committee	1 April 2009	51 - 57
	22 April 2009	59 - 65
	20 May 2009	67 - 73
<b>SECTION III</b>		
Audit Committee	26 May 2009	77 - 85
Planning Committee	31 March 2009	87 - 91
	21 April 2009	93 - 97
	19 May 2009	99 - 104



**COUNCIL**





# Special Meeting of the Council

18 May 2009

## Minutes

### Present:

Councillor Jack Field (Mayor), Councillor Malcolm Hall (Deputy Mayor) and Councillors P Anderson, K Banks, M Braley, J Brunner, M Chalk, G Chance, A Clayton, B Clayton, J Cookson, D Enderby, A Fry, C Gandy, W Hartnett, N Hicks, G Hopkins, D Hunt, R King, W King, C MacMillan, P Mould, W Norton, J Pearce, B Quinney, M Shurmer, D Taylor and D Thomas

### Also Present:

D Andrews (Chair, Standards Committee) and M Collins (Vice Chair, Standards Committee)

Lt Col M W Forgrave QGM, Capt S R Hayes and Major R S Prophet (Ret)

### Officers:

J Bayley, T Buckley, A Marklew, K Dicks, S Hanley, S Skinner, J Staniland, S Mullins, J Smith, J Smyth and D Sunman

### Committee Services Officer:

I Westmore

### 147. WELCOME

The Mayor opened the meeting and welcomed all present.

### 148. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor Smith and Major L D Crabb and Regimental Sergeant Major Whillock of the Mercian Regiment.

### 149. NOTICE OF MOTION - FREEDOM OF THE BOROUGH - MERCIAN REGIMENT

A Notice of Motion had been submitted by the Mayor, Councillor Field in accordance with Standing Order 6. The Motion was in respect of the admission of the Mercian Regiment to be Honorary

.....  
Chair

# Special Meeting of the Council

18 May 2009

---

Freemen of the Borough. This was seconded by Councillor Anderson.

Prior to the debate, the Council was upstanding for the entrance of the mascot of the Mercian Regiment, Pte Derby.

The Mayor, Councillor Field, spoke of his great pride, as an ex-Serviceman and as someone born and brought up in Redditch, in being able to move the Motion to grant the Freedom of the Borough to the County Regiment. The seconder of the Motion, Councillor Anderson added to the tributes to the Mercian Regiment, noting that they had borne a heavy load in recent years including tours of duty in Iraq and Afghanistan.

Following the speeches from the Proposer and Secunder, the Leader of the Council, the Leaders of the other Groups on the Council and a number of other Members added their own tributes and reflections on the occasion of the granting of this honour, only the second occasion on which such an honour had been granted by the Borough. In recognition of the fact that the proposal to confer this honour had been instigated by the Mayor, it was announced by the current Deputy Mayor that, should he in due course be elected to the office of Mayor, he would provide Councillor Field with the opportunity to participate in the official welcome of the Regiment to the Borough.

The Council took a vote on the admission of the Mercian Regiment to be Honorary Freemen of the Borough and the Council approved the proposition unanimously.

Lt Col Martyn Forgrave, Commanding Officer of the Fourth Battalion of the Mercian Regiment spoke in response to the conferring of this honour by the Council. Lt Col Forgrave stated that this represented a special day for the Regiment. It was noted that current Regiment had been formed from several County Regiments but that the Regiment retained and valued its historic links. The Commanding Officer of the Second Battalion of the Regiment currently serving in Afghanistan, Lt Col Simon Banton, had passed on his warm and sincere regards to the Council on the occasion of this honour and he and his troops looked forward to meeting the townsfolk of Redditch on their return to this country at the end of their tour of duty. The Regiment was moved to have received this accolade and it very much appreciated the support forthcoming from the community of Redditch.



# Special Meeting of the Council

18 May 2009

---

**RESOLVED that**

- 1) **in pursuance of the provisions of Section 249(5) of the Local Government Act 1972, the Council admit The Mercian Regiment to be Honorary Freemen of the Borough of Redditch in recognition of the service of generations of Redditch men and women, many who tragically lost their lives or were wounded in the cause of preserving our freedoms, while serving in our County Regiment - The Worcestershire Regiment, The Worcestershire and Sherwood Foresters Regiment, or their successor body The Mercian Regiment, and that the Regiment's name be enrolled on the Freeman's Roll; and**
- 2) **the Common Seal of the Council be affixed to an Honorary Freedom Scroll to be presented to the Regiment at a separate event , later in the Municipal year, to mark and celebrate the Regiment's return to the United Kingdom, following their current tour of duty overseas."**

The Meeting commenced at 6.30 pm  
and closed at 7.02 pm

.....  
Chair





# Annual Meeting of the Council

18 May 2009

## Minutes

### Present:

Councillor Jack Field (Mayor), Councillor Malcolm Hall (Deputy Mayor) and Councillors P Anderson, K Banks, M Braley, J Brunner, M Chalk, G Chance, A Clayton, B Clayton, J Cookson, D Enderby, A Fry, C Gandy, W Hartnett, N Hicks, G Hopkins, R King, W King, C MacMillan, P Mould, W Norton, J Pearce, B Quinney, M Shurmer, D Taylor and D Thomas

### Also Present:

D Andrews (Chair, Standards Committee) and M Collins (Vice Chair, Standards Committee)

### Officers:

J Bayley, T Buckley, A Marklew, K Dicks, S Hanley, S Skinner, J Staniland, S Mullins, J Smith, J Smyth and D Sunman

### Committee Services Officer:

I Westmore

#### 1. WELCOME

The Mayor opened the meeting and welcomed all present.

#### 2. APOLOGIES

Apologies for absence were received on behalf of Councillors Hunt and Smith.

#### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 4. MAYOR'S OPENING REMARKS

##### a) General Remarks

The Mayor commented that the past year had been a very special one for him, having been born in the town and having been afforded

.....  
Chair

# Annual Meeting of the Council

18 May 2009

---

the opportunity and privilege of serving the local community. He had been especially pleased that the granting of the Freedom of the Borough to the Mercian Regiment had taken place during his period of office.

The Mayor thanked the current Deputy Mayor, Councillor Hall, for standing in for him at various engagements and particularly during his spell in hospital. The Mayor wished him well for the year ahead, should he be elected as Mayor.

The Mayor also thanked his Chaplain, the Reverend Michael Herbert, for his wise words and for leading the Council in prayer and his daughter and Mayoress, Dr Jane Yeomans, for her great support and help throughout the year and to Councillor Brunner who had acted as Consort when Dr Yeomans had been unavailable.

b) Mayoral Engagements

The Mayor advised that, since the last meeting of the Council, he had attended various functions, including: the Civic Service at Hallow for the County Council, the welcome of the visitors from Gruchet Le Vallasse on their biennial visit to Redditch, the Bromsgrove Civic Dinner, the Young Enterprise Awards Ceremony here at the Town Hall and the Astwood Bank Carnival. The Mayor made special mention of the Young Enterprise Award Winners from Trinity and St Augustine's High Schools.

c) Mayoral Charities

The Mayor informed the Council that a sum in excess of £3,500 had been raised throughout the year for his charities, the Soldiers, Sailors, Airmen and Families Association (SSAFA) and the League of Friends of the Alexandra Hospital, which would be despatched to them as soon as possible.

## 5. ELECTION OF MAYOR

### RESOLVED that

**Councillor M Hall be, and hereby is, elected Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council.**

## 6. DECLARATION OF ACCEPTANCE OF OFFICE - NEW MAYOR

Councillor Hall made the statutory Declaration of Acceptance of Office. He was then invested with the Chain of Office by the outgoing Mayor, Councillor Field.

# Annual Meeting of the Council

18 May 2009

---

*(The new Mayor, Councillor Malcolm Hall now in the Chair)*

## 7. VOTE OF THANKS TO RETIRING MAYOR

Councillor Hall thanked the outgoing Mayor and, on behalf of the Council, expressed gratitude for his services to the Borough and Council.

**RESOLVED that**

**the Council formally record its gratitude to the outgoing Mayor, Councillor Jack Field, and his Mayoress Jane, assisted by Councillor Brunner, for all their excellent service to the town over the last twelve months.**

## 8. DEPUTY MAYOR

**RESOLVED that**

**Councillor K Banks be, and hereby is, appointed Deputy Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council.**

## 9. DECLARATION OF ACCEPTANCE OF OFFICE - DEPUTY MAYOR

The Deputy Mayor, Councillor Banks, made the statutory Declaration of Acceptance of Office.

The Mayor, Councillor Hall, then invested Councillor Banks with the Deputy Mayor's Badge of Office.

## 10. COMMUNICATIONS AND NEW MAYOR'S ANNOUNCEMENTS

### a) Announcements

The Mayor informed the Council that he considered it a privilege to have been asked to become the Mayor of Redditch. The Mayor stated that he wished to use his mayoral year to focus on the needs of the young people of the Borough.

The Mayor advised that his Chaplain for the year ahead would be Canon David Rogers.

The Mayor stated that his charities for the year would be Indigo Arts and the Redditch and Bromsgrove Sea Cadets.

# Annual Meeting of the Council

18 May 2009

---

b) Urgent Business

The Mayor advised that he had accepted no additional items of urgent business, other than one late paper, Item 14, Members' Allowances, which was circulated after the agenda.

**11. MINUTES**

**RESOLVED that**

**the minutes of the meeting of the Council held on 20 April 2009 be confirmed as a correct record and signed by the Mayor.**

**12. EXECUTIVE COMMITTEE REFERRAL - SHARED SERVICES**

The Council considered an urgent referral from the Executive Committee regarding the implementation of shared services for Electoral and Community Safety Services. There was some discussion as to the style and the amount of the information that had been presented to Members at the Shared Services Board meetings at which these shared services proposals had been discussed.

During the consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information might be revealed in respect of consultations / negotiations in connection with labour relations matters.

There is nothing exempt however in this record of the proceedings.

**RESOLVED that**

**Shared Services for Electoral and Community Safety Services be implemented.**

**13. APPOINTMENT OF LEADER OF THE COUNCIL**

**RESOLVED that**

**Councillor C Gandy be, and hereby is, appointed Leader of the Council for the ensuing municipal year.**

**14. APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL**

**RESOLVED that**

**Councillor M Braley be, and hereby is, appointed Deputy Leader of the Council for the ensuing municipal year.**

# Annual Meeting of the Council

18 May 2009

---

**15. LEADER OF THE OPPOSITION**

The Council was asked to note the proposition that, in principle, the Leader of the largest Minority Group should be denoted the Leader of the Opposition.

**RESOLVED that**

**the principle that the Leader of the largest Minority Group be denoted the Leader of the Opposition be approved.**

**16. EXECUTIVE COMMITTEE, OVERVIEW AND SCRUTINY COMMITTEE, SUB-COMMITTEES, PANELS, ETC. - CHAIRS AND VICE-CHAIRS - APPOINTMENT**

**RESOLVED that**

- 1) in accordance with the Council's Constitution and relevant Standing Orders, the Council's Committees, Panels, etc. be appointed as indicated in Appendix A attached to the minutes; and**
- 2) in relation to this and subsequent minutes, the Chief Executive be authorised, in consultation with the relevant Group Leader(s), to fill vacancies, in accordance with agreed memberships / proportionality.**

**17. NEIGHBOURHOOD GROUPS - APPOINTMENT**

**RESOLVED that**

**elected representatives to the Council's Neighbourhood Groups, and Group Chairs, be as detailed in Appendix B attached to the minutes.**

**18. OUTSIDE BODIES - APPOINTMENTS / NOMINATIONS**

The Council considered the nomination, and/or appointment, of Members to various positions on outside bodies.

**RESOLVED that**

- 1) appointments / nominations to outside bodies be made as detailed in Appendix C to the minutes, and notified to the outside bodies as soon as possible after the meeting.**

# Annual Meeting of the Council

18 May 2009

---

- 2) **Members' candidature for the subject positions, as agreed by Party Groups and as now detailed in Appendix C to the minutes, be taken as Members' agreement and full acceptance that the bodies in question are to be formally notified of the appointments / nominations.**

## 19. MEMBERS' ALLOWANCES

The Council considered a report on expenses and allowances paid to Members under the Local Authorities (Member' Allowances) Regulations 1995 (as amended) for the 2008/09 financial year.

**RESOLVED that**

- 1) **the report be noted; and**
- 2) **the Council publish the details of Members' allowances for 2008/09 in full.**

## 20. COMMON SEAL

**RESOLVED that**

**the Common Seal of the Council be affixed to any document or documents necessary to carry into effect any resolutions passed by, or confirmed at this meeting, and subsequent meetings during the ensuing municipal year.**

## 21. EXCLUSION OF THE PUBLIC

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting during consideration of the following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12 (A) of the said Act, as amended:**

**Executive Committee Referral – Shared Services (as detailed in Minute 12, above).**

The Meeting commenced at 7.26pm  
And closed at 8.35pm

.....  
Chair



**Annual Meeting of  
Council**

**APPENDIX A**

18 May 2009

---

**COMMITTEE MEMBERSHIPS**

**A. EXECUTIVE LINE**

**EXECUTIVE COMMITTEE**

*(9 = 6+2+1 – not required to be proportional)*

Chair: ***Leader of the Council\* ex-officio (per Constitution)***

Vice-Chair: ***Deputy Leader# ex-officio ("***

Councillors: (CON) **Anderson, Braley#, Brunner, B Clayton, Gandy\*, MacMillan.**  
(LAB) **Hartnett, Shurmer**  
(LD) **Hicks**

(Cannot be members of O&S Committees)

Named

Substitutes: Not permitted.

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

### Portfolio Holders

**Community Leadership & Partnership – Cllr Gandy**  
**(Shadow Portfolio Holder – Cllr Hartnett)**

*(normally the Leader of the Council)*

**Community Safety – Cllr Brunner**  
**(Shadow Portfolio Holder – Cllr W King)**

*(Crime & Disorder, Safer Communities, Licensing)*

**Corporate Management – Cllr Braley**  
**(Shadow Portfolio Holder – Cllr R King)**

*(Internal systems / support services:  
Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council business)*

**Housing, Local Environment & Health – Cllr B Clayton**  
**(Shadow Portfolio Holder – Cllr Shurmer)**

*(Housing & Health-related Services, Agenda 21, Better Environment, Landscape,  
Cleansing & Waste Management, Open Space)*

**Leisure & Tourism – Cllr Anderson**  
**(Shadow Portfolio Holder – Cllr Mould)**

*(Culture & Recreation, Community Training, Education,  
Learning & Skills, Voluntary Sector)*

**Planning, Economic Development & Transport – Cllr MacMillan**  
**(Shadow Portfolio Holder – Cllr Fry)**

*(Planning, Economic Development, Public Transport)*

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### Member “Champions”

(Duties generally fall to the relevant Portfolio Holder.  
In other cases can be an Executive or non-Executive Member. )

1.	<u>Asset Management</u> <u>Customer Access</u> <u>E.government / IT</u> (Corporate Management Portfolio)	<b>Cllr Braley</b> (Portfolio Holder, ex-officio)
2.	<u>Children &amp; Young People</u>  <u>Play</u> (Leisure & Tourism / Community Leadership & Partnership Portfolios)	<b>Cllr Anderson</b> (Portfolio Holder, ex-officio)
3.	<u>Health</u> (Housing & Health Portfolio)	<b>Cllr B Clayton</b>
4.	<u>Heritage</u> (Local Environment Planning & Transport and Leisure & Tourism Portfolios)	<b>Cllr Anderson</b>
5.	<u>Local Democracy Events</u> (Corporate Management Portfolio)	<b>Cllr Brunner &amp;            Cllr Cookson</b>
6.	<u>Member Development</u> <i>(1 per Party Group)</i> (Corporate Management Portfolio)	<b>Cllr MacMillan</b> (Con) <b>Cllr Chance</b> (Lab) <b>Cllr Thomas</b> (LD)
7.	<u>Risk Management</u> (Corporate Management Portfolio)	<b>Cllr Braley</b> (Portfolio Holder, ex-officio)
8.	<u>Third Sector Liaison</u> (Community Leadership & Partnership Portfolio)	<b>Cllr Pearce</b>

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### EXECUTIVE ADVISORY PANELS - *Currently under review by the CRWP*

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members (potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions).

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate.

Reporting should normally therefore be to the Executive. But exceptionally, if deadlines require, reporting may, with the agreement of the Leader, be direct to the full Council in relation to proposals with implications for policy or budget change. More open reviews should be considered by O&S.

They are not required to be Party proportional, but have been established on those terms to date.

#### COMMUNITY SAFETY ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – as above in relation to Community Safety matters.)*

Chair: **Councillor Brunner (relevant Portfolio Holder ex officio)**  
Vice-Chair: **Councillor Banks**

Councillors: (CON) **A Clayton**  
(LAB) **Hartnett, W King**  
(LD) **Thomas**

(Membership to include relevant Portfolio Holder as Chair)

#### CLIMATE CHANGE ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – to advise the Executive Committee on Climate Change)*

Chair: **Councillor Clayton (relevant Portfolio Holder ex officio)**  
Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Hopkins**  
(LAB) **Fry, Taylor**  
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

### HOUSING ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – as above in relation to Housing-related matters.)*

Chair: **Councillor B Clayton (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Pearce**

Councillors: (CON) **Quinney**  
(LAB) **Chance, Cookson**  
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

### LEISURE CONTRACTS ADVISORY PANEL

(6 = 3+2+1)

*(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded to include other potential contracts.)*

Chair: **Councillor Anderson (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Hopkins**  
(LAB) **Cookson, Mould**  
(LD) **Hall**

(Membership to include relevant Portfolio Holder as Chair.)

### PLANNING ADVISORY PANEL

(6 = 3+2+1)

(To monitor progression of the Regional Spatial Strategy Review and consider material to be provided to the Regional Assembly.

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework.)

Chair: **Councillor MacMillan (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Chalk**

Councillors: (CON) **Banks**  
(LAB) **Hartnett, Hunt**  
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

### ECONOMIC ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – as above in relation to Economic Development related matters.)*

Chair: **Councillor C MacMillan (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **Norton**  
(LAB) **R King, Shurmer**  
(LD) **Thomas**

(Membership to include relevant Portfolio Holder as Chair.)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### B. NON-EXECUTIVE LINE

#### OVERVIEW AND SCRUTINY COMMITTEE

The Overview & Scrutiny “Parent” Committee may undertake policy reviews itself or, more routinely, commission Task & Finish Groups to undertake targeted, time-limited pieces of work on the Committee’s behalf.

The Committee will meet every three weeks to echo the meeting pattern of the Executive Committee and to provide the opportunity for a responsive call-in mechanism.

A decision was taken by Council in 2008, with no members voting against, that the Overview and Scrutiny Committee should not be Party proportional.

**NEW**            *The Terms of Reference be updated to include the role of Crime and Disorder O&S Committee under the Police and Justice Act 2006 which introduced both Crime and Disorder Overview and Scrutiny Committees, and a Councillor Call for Action mechanism for Crime and Disorder matters.*

#### OVERVIEW & SCRUTINY COMMITTEE

(9 = 4+4+1, plus TU co-optees)

Chair:            **Councillor Mould**  
Vice-Chair:    **Councillor Smith**

*(The Constitution requires that an “Opposition” Member Chair the O&S Committee)*

Councillors      (CON) **Banks, Norton, Pearce**  
                          (LAB) **Chance, R King, Taylor**  
                          (LD) **Thomas**

(Not members of the Executive Committee)

Co-opted members:    3 Trade Union representatives (for employee-related items only):  
                                  2 - UNISON / 1 – UCATT.

Named Substitutes:    All other members of the Council - non-Exec.  
                                  (For reasons of continuity, substitution is discouraged during topic reviews.)

Substitute Co-optees      1 nominated TU representative per Union.

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### “OVERVIEW & SCRUTINY MEMBERS” POOL

Available for allocation for Task & Finish Reviews ( = all “non-Executive” Members)

**Councillors:** (CON) **Banks, Chalk, A Clayton, Field, Hopkins, Norton, Pearce, Quinney, Smith**  
 (LAB) **Chance, Cookson, Fry, Hunt, R King, W King, Mould, Taylor,**  
 (LD) **Hicks, Thomas**  
 (BNP) **Enderby.**

### TASK & FINISH GROUPS:

*(To be re-appointed at the Annual Meeting. Please note that, for the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the following municipal year. Furthermore, there is currently an expectation that Chairs of Task and Finish Groups would be Members of the Overview and Scrutiny Committee.)*

### COUNCIL FLAT COMMUNAL CLEANING TASK AND FINISH GROUP

(4 = 2 + 2)

**Chair:** **Councillor Mould**  
**Councillors:** (CON) **A Clayton and Quinney**  
 (LAB) **Taylor**

### DIAL-A-RIDE TASK AND FINISH GROUP

(4 = 2 + 2)

**Chair:** **Councillor R King**  
**Vice-Chair:** **Councillor Norton**  
**Councillors:** (CON) **A Clayton**  
 (LAB) **Chance**

### NATIONAL ANGLING MUSEUM TASK AND FINISH GROUP

(5 = 2 + 2 + 1)

**Chair:** **Councillor Mould**  
**Councillors** (CON) **Hopkins and Norton**  
 (LAB) **Hunt**  
 (BNP) **Enderby**

### NEIGHBOURHOOD GROUPS TASK AND FINISH GROUP

(4 = 2 + 1 + 1)

**Chair:** **Councillor Banks**  
**Councillors:** (CON) **Pearce**  
 (LD) **Thomas**  
 (BNP) **Enderby**



# Annual Meeting of Council

## APPENDIX A

18 May 2009

### C. REGULATORY COMMITTEES

#### AUDIT AND GOVERNANCE COMMITTEE

(6 = 3+2+1)

Chair: **Councillor R King**  
Vice-Chair: **Councillor Chance**

Councillors: (CON) **Braley, Norton, Hopkins**  
 (LAB) (as above – Ch / V-Ch)  
 (LD) **Hall**

(The Panel to comprise elected Members representing all interests of the Authority, “preferably with relevant areas of expertise, where possible (such areas as accountancy, audit, business and commerce)  
 Can be members of the Executive Committee. For the sake of independence, it is desirable for the Chair to be an “Opposition” Member.)

Named  
Substitutes: All other members of the Council.

#### EMPLOYMENT APPEALS COMMITTEE

(5 = 2+2+1 - but not required to be proportional)

Chair: **Councillor A Clayton**  
Vice-Chair: **Councillor Chalk**

Councillors (The Committee to be selected as and when necessary, in consultation with the Chair, from all disinterested members of the Council – training in Quasi-Judicial meetings required.)

Named  
Substitutes: (Substitution rules therefore do not apply).

#### HOUSING APPEALS COMMITTEE

(6 = 3+2+1)

Chair: **Councillor Smith**  
Vice-Chair: **Councillor Field**

Councillors (CON) **Chalk**  
 (LAB) **Cookson, Hunt**  
 (LD) **Thomas**

# Annual Meeting of Council

## APPENDIX A

18 May 2009

(Can be members of the Executive Committee: to be selected from all disinterested members of the Council – training required – normally evening meetings, but may occasionally need to meet in the daytime for longer hearings. Ward Members cannot sit on appeals which might lead to allocation of properties in relation to their Wards.)

Named Subject to training in Quasi-Judicial meetings,  
Substitutes: all other Members of the Council.

### LICENSING COMMITTEE

(15 = 8+5+2 - must be no less than 10 / no more than 15)

(REVISED TERMS OF REFERENCE:

Required, via its Sub-Committees, to deal with applications lodged under the provisions of the Licensing Act 2003 and Gambling Act 2005; and also, via other Sub-Committee(s) to act as Taxi and 'other' Licensing Regulatory Committee.)

Chair: **Councillor Braley**  
Vice-Chair: **Councillor Banks**

Councillors: (CON) **Chalk, A Clayton, Field, Pearce, Smith**  
(LAB) **Cookson, Fry, Hartnett, Hunt, W King**  
(LD) **Hicks, Thomas**  
(BNP) **Enderby**

(Can be member of the Executive Committee – may be:

- daytime and evening meetings of 3-Member Sub-Committees (Premises / Personal Licences) plus 1 reserve Member, to hear applications; and/or
- daytime meetings of 5-Member Taxi / other Licensing Sub-Committee.)

Named Subject to appropriate training, all  
Substitutes: other members of the Council.

[N.B. Trained Members – Licensing, Gambling Act and Quasi-Judicial meetings – currently available (*other than as indicated*) are:

Banks, Braley, Chalk (*not Gambling Act*), A Clayton, Cookson, Enderby (*not Gambling Act*), Field, Fry, Gandy, Hartnett, Hicks (*not Gambling Act*), Hunt, R King, W King (*not Quasi-Judicial meetings*), Mould, Smith, Thomas (*not Gambling Act*). ]

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

### Licensing Sub-Committees – A. Personal / Premises / Gambling Act

(3-Member “Panels” – general membership to be agreed by Officers, in consultation with the relevant Chair, as required per application and to include a 4th Reserve Member.)

- A. Chair: **Councillor Braley**
- B. Alternate Chair 1: **Councillor Banks**
- C. Alternate Chair 2: **Councillor Smith**
- D. Alternate Chair 3: **Councillor Fry**

Sub-Committee ‘core’ membership - 3 Members to normally hear Licensing Act / Gambling Act applications, plus one ‘Reserve’:

Councillors: Braley, Banks, Smith & Fry.

(Notes:

- 1) Daytime and evening meetings may be required.
- 2) The ‘core’ membership above would change in the case of any prejudicial or Ward interests, or other conflict, or exceptional absence. However, a constant membership would help Members to develop expertise in the area, given the very few Hearings currently required in the Borough.
- 3) Substitute Members to be drawn, as required, from list of trained and available Members. (Training will be provided as soon as possible to cover any deficit.)
- 4) Chairing of Licensing Sub-Committee / Quasi-Judicial meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.
- 5) ***Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.***)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### Licensing Sub-Committees – B. Taxis / Sex Establishments / Other.

(Proposed 5 = 2+2+1)

(REVISED ARRANGEMENTS:

This Sub- Committee covers all “other Licensing” and similar regulatory matters - other than those covered under the Licensing Act 2003 and Gambling Act 2005, examples: Taxis, Incinerators and “Sex Establishments”. Mostly daytime meetings.)

Chair:                **Councillor Braley**  
(*Ex officio Chair of the Licensing Committee / Special Responsibility Allowance refers.*)

Vice-Chair:        **Councillor A Clayton**

Councillors:     (CON) (as above – Ch / V-Ch)  
                          (LAB) **Fry, R King**  
                          (BNP \*\*) **Enderby**

(Can be members of the Executive Committee – must receive training in Quasi-Judicial meetings before they can sit or substitute.)

NamedSubstitutes:     All other members of the Council.

### PLANNING COMMITTEE

(9 =4+3+1+1 additional place \*\*)

Chair:                **Councillor Chalk**  
Vice-Chair:        **Councillor Banks**

Councillors:     (CON) **Field, Smith**  
                          (LAB) **Hartnett, Hunt, R King**  
                          (LD) **Hicks**  
                          (BNP \*\*) **Enderby**

(Can be members of the Executive Committee - must receive relevant formal training before they can sit or substitute.

***Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.***)

Chairing of the Planning Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named                All other trained members of the Council \*\*\*\*.

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

Substitutes: (NB. substitution at Planning Committee is not advised, as occasional attendees will not have received all update briefings; and Party balance, although a requirement of the composition of the Committee, should not be a material consideration at Planning Committee meetings.)

(\*\*\*\* NB. Trained Members currently available are:

Cllrs Anderson, Banks, Braley, Brunner, Chalk, B Clayton, Enderby, Field, Fry, Hartnett, Hicks, Hunt, Mould, R King, Shurmer, Thomas.

Training will be provided as soon as possible to plug any deficit.)

### **STANDARDS COMMITTEE**

*(12 = 7 RBC Members (4+2+1)  
plus 3 Independent Members and 2 Parish Council rep's.)*

Chair: ***Mrs Deborah Andrews (Independent Member)***  
Vice –Chair: ***Mr Michael Collins (Independent Member)***

(The Committee cannot act without an Independent Member being present to Chair the meeting.)

Third Independent Member: **Mr B Warwick**

Parish Council representatives: **Cllrs J James and J Matthews**

RBC Councillors: (CON) **A Clayton, Field, Norton, Pearce**  
(LAB) **Fry, Mould**  
(LD) **Hall**

(Only 1 member can be member of the Executive Committee. Continuity of membership is recommended, so far as practical, for training / expertise purposes. Quasi-judicial training is required for the conduct of Hearings.

***Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.)***

Named (Not encouraged by Standards Board.  
Substitutes: Must have received required training.)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### D. OTHER MEETINGS

(not within main structure. None of these meetings have Executive authority, other than any already delegated to relevant Officers.)

#### AMENITIES LIAISON FORUM

(6=3+2+1)

(Customer liaison meeting for users of "amenities" facilities. Not yet meeting.)

Chair: **Councillor Anderson (relevant Portfolio Holder, ex-officio)**

Vice-Chair: **Councillor Hopkins**

Councillors: (CON) **Quinney**  
(LAB) **Cookson, Mould**  
(LD) **Hall**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

#### BOROUGH TENANTS' PANEL

(3 = 2+1+Officers)

Chair: (Not RBC position - election at first meeting)

Vice-Chair: (ditto)

Councillors: (CON) **Pearce, Hopkins**  
(LAB) **Shurmer**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

#### CHIEF OFFICER RECRUITMENT PANEL

(6=3+2+1)

Chair: **Councillor Gandy**

Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Braley**  
(LAB) **Hartnett, Shurmer**  
(LD) **Hall**

(Membership would usually include Party Group Leaders, with Leader of the Council in the Chair. Can include any member of the Council.)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

Named

Substitutes: (For continuity, substitutes are not permitted.)

### COMPLAINTS APPEALS PANEL

(5 = 2+2+1- but not required to be proportional)

(Terms of Reference – To consider “paper / desktop” appeals as final stage of formal complaints procedure – does not normally involve formal Quasi-Judicial hearings.)

Chair: **Councillor Smith**

Vice-Chair: **Councillor Hunt**

Councillors: (CON) **Field**  
(LAB) **Cookson**  
(LD) **Hall**

(Can be any member of the Council. NB Normally daytime meetings.)

Named All other members of the Council.

Substitutes:

### CONSTITUTIONAL REVIEW WORKING PARTY

(6 = 3+2+1)

(To provide a pool of senior Executive Committee and O&S Members to assist the Borough Director and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localisation agenda.)

Chair: **Councillor MacMillan**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **Gandy**  
(LAB) **R King, W King**  
(LD) **Hicks**

(Should include senior members of both Exec and O&S Committees.)

Named

Substitutes: Any member of the Council.

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### GRANTS PANEL

*(5 = 2+2+1)*

(To recommend to the Executive Committee grant awards for 2008/09)

Chair:            ***vacant***  
Vice-Chair:    ***Councillor Braley***

Councillors:    (CON) **Smith**  
                           (LAB) **Chance, 1 vacancy**  
                           (LD) **Hicks**

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant. Prejudicial involvement with any one body would disbar Members from the entire Grants allocation process.)

Named  
Substitutes:    Substitutions do not apply.

### HOLOCAUST MEMORIAL STEERING GROUP

*(5 = 2+2+1 – number / proportions not fixed)*

(To organise an annual Holocaust Memorial Event -  
 Members to consider whether these appointments would better be dealt with as appointments to an outside body, rather than direct provision by the Council.)

Chair:            ***Councillor Pearce***  
Vice-Chair:    ***vacant***

Councillors:    (CON) **Field**  
                           (LAB) **Hartnett, Hunt**  
                           (LD) **Thomas**

Named  
Substitutes:    Substitutions do not apply, for the sake of continuity.

### INDEPENDENT REMUNERATION PANEL

*(5 members currently – 4 + 1 vacancy)*

(Statutory Body -  
 To undertake periodic reviews of the Scheme of Members' Allowances.)

(Not elected Members –  
 must have no close ties or connections with existing Members of the Council)



# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

**Mr A Powell (Chair), Mrs A Morris, Mr D Strain, Captain S Whittingham and one vacancy.**

(Officers have authority to appoint new independent members to vacancies.)

### **JOINT HEALTH CONSULTATIVE COMMITTEE**

(3 = 2+1)

*(To consult relevant local health bodies within the Borough on matters of mutual interest.)*

Chair: To be appointed by the Committee at first meeting  
(RBC nomination: **Cllr Gandy?**).

Vice-Chair: To be appointed by the Committee at first meeting  
(RBC nomination **Cllr ?**).

Councillors: (CON) **Banks, Gandy**  
(LAB) **Shurmer**

("Partnership" meeting administered by RBC - Membership also includes representatives of outside bodies. May be daytime / late afternoon meetings.)

### **MEMBER DEVELOPMENT & SUPPORT STEERING GROUP**

(6=3+2+1)

*(To develop and implement a Member Development Programme; to advise and steer Officers on the Council's signing up to the West Midlands LGA Member Development Charter; to review Members' Support arrangements: administrative, financial and IT.)*

Chair: **Councillor MacMillan**

Vice-Chair: **Councillor Brunner**

Councillors: (CON) **Chalk**  
(LAB) **Chance, Taylor**  
(LD) **Thomas**

(Can be any member of the Council – should include 3x Party Champions\* for Member Development.)

Named

Substitutes: All other members of the Council.

# Annual Meeting of Council

## APPENDIX A

18 May 2009

### PLANNING JOINT BOARD (NEW)

(4 = 2+1+1)

(To progress a joint plan to deal with cross-boundary issues.  
To consider the Inspector's report following the RSS Phase II Inquiry.)

Chair: **Councillors Gandy (RBC) and Hollingsworth (BDC)**  
(alternate according to meeting venue)

Vice-Chair: **As above**

Councillors: (CON) **MacMillan**  
(LAB) **Hartnett**  
(LD) **Hall**

(Fixed membership only)

Named (Substitutes are not permitted  
Substitutes: but all Members are invited to attend and observe)

(More detailed terms of reference to be considered at the first meeting of the Board for subsequent ratification at future Council meetings of both authorities.)

### PROCUREMENT STEERING GROUP

(7 = 4+2+1)

(To oversee the shared services, joint working  
and alternative working arrangements of the Council)

Chair: **Councillor Braley**

Vice-Chair: **Councillor Hall \***

Councillors: (CON) **Gandy, Hopkins, MacMillan**  
(LAB) **Hartnett, R King**  
(LD) (as above – V-Ch \*)

(Fixed membership only)

Named  
Substitutes: (None appointed / therefore only with Chair's agreement.)

# Annual Meeting of Council

## APPENDIX A

18 May 2009

---

### SHARED SERVICES BOARD

(4 = 2+1+1)

(To oversee the shared services, joint working and alternative working arrangements of the Council)

Chair:            **Councillors Gandy (RBC) and Hollingsworth (BDC)**  
(alternate according to meeting venue)

Vice-Chair:    **As above**

RBC Councillors:    (CON) **MacMillan**  
                                  (LAB) **Hartnett**  
                                  (LD) **Hall**

(Fixed membership only)

Named            (Substitutes are not permitted  
Substitutes:    but all Members are invited to attend and observe)

### General Notes (All meetings):-

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.

---

**NEIGHBOURHOOD GROUPS**

**A. Abbeydale, Abbey Park, Riverside  
& Town Centre Neighbourhood Group**

Chair: ***Councillor Thomas***

All Abbey Ward Members.

**B. Astwood Bank Neighbourhood Group**

Chair: ***Councillor Chalk***

All Astwood Bank and Feckenham Ward Members.

**C. Batchley and Brockhill Neighbourhood Group**

Chair: ***Councillor Pearce***

All Batchley Ward Members.

**D. Central & Southcrest Neighbourhood Group**

Chair: ***Councillor Taylor***

All Central Ward Members.

**E. Church Hill Neighbourhood Group**

Chair: ***Councillor Hunt***

All Abbey and Church Hill Ward Members.

**F. Crabbs Cross, Callow Hill, Hunt End  
& Walkwood Neighbourhood Group**

Chair: ***Councillor Field***

All Crabbs Cross and Astwood Bank & Feckenham Ward Members.

**G. Greenlands, Woodrow & Wirehill Neighbourhood Group**

Chair: ***Councillor Mould***

All Greenlands Ward Members.

# Annual Meeting of Council

## APPENDIX B

18 May 2009

---

H. **Headless Cross Neighbourhood Group**

Chair: ***Councillor Gandy***

All Headless Cross and Oakenshaw Ward Members.

I. **Lodge Park, Lakeside & St. Georges Neighbourhood Group**

Chair: ***Councillor Fry***

All Lodge Park Ward Members.

J. **Matchborough Neighbourhood Group**

Chair: ***Councillor Brunner***

All Matchborough Ward Members.

K. **Oakenshaw Neighbourhood Group**

Chair: ***Councillor Anderson***

All Headless Cross and Oakenshaw Ward Members.

L. **Webheath Neighbourhood Group**

Chair: ***Councillors M Braley and K Banks (alternating)***

All West Ward Members.

M. **Winyates and Winyates Green Neighbourhood Group**

Chair: ***Councillor Hall***

All Winyates Ward Members.



# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

### BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

The various Bodies listed in Sections 1, 2 and 3 below have requested the Council to appoint persons to represent the Borough Council on the said bodies.

Notes: The Council resolved on the 21<sup>st</sup> of April 2008 that, so far as is practical,

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Leader on Regional bodies, and relevant Portfolio Holders as relevant to their Portfolios;
- 2) other relevant Members should be appointed as befits their position / interests / Ward responsibilities, etc., for example an Astwood Bank and Feckenham Ward Member on bodies with a rural interest.

### SECTION 1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS

Body	2008/09 Representative(s)	Notes / Terms	APPOINTEES
Association of Public Service Excellence (APSE)	<b>Cllr B Clayton</b>	1 representative (must be a Councillor) Term : 1 year  <b>No liability issues identified.</b>	<b>Cllr B Clayton</b>
Local Government Association & General Assembly	<b>Cllr Gandy</b>	1 Representative for 2009/10 (must be a Councillor) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Gandy</b>
Local Government Association – Rural Commission	<b>Cllr Chalk</b> (& John Staniland, Director)	1 Representative (must be a Councillor – normally an Astwood Bank & Feckenham Ward Member) (plus 1 Council Officer) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Chalk</b>
Local Government Association – Urban Commission	<b>Cllr Braley</b> (& John Staniland, Director)	1 Representative (must be a Councillor) (plus 1 Council Officer) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Braley</b>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

Local Government Information Unit	<b>Leader (or his/her nominee)</b>	1 Representative  (must be a Councillor)  Term : 1 year  <b>No liability issues identified.</b>	<b>Cllr Gandy</b>
West Midlands LGA - Association Council;  <b>and</b>  West Midlands Regional Assembly Ltd (WMRA)	<b>Cllr Gandy (alternate – Cllr Braley)</b>	1 Nomination  (CHANGED REQUIREMENTS: must now be the Leader of the Council, by virtue of his/her position.)  A formal “Alternate” is also to be <u>nominated by the Leader</u> to attend meetings of WMLGA and WMRA in absence of the principal representative.  Term : See notes below.  <b>No liability issues identified.</b>  <b><u>West Midlands LGA</u></b>  <b>Subject to approval at their AGM on 8 July 09, the WMLGA will move to a single regional organisation, fusing together the WMLGA with the West Midlands Leaders Board. Nominees from member Councils will automatically be the Leaders of those Councils, each with a nominated “alternate”. Nominations made at this Council’s AGM will role forward to the WM Leaders Board after the 8 July if proposals for the merge are approved.</b>  <b><u>West Midlands Regional Assembly (WMRA)</u></b>  <b>The WMRA has been abolished and will cease to function in March 2010. The Assembly will, however, continue to meet into the near future and nominees are still required for this year. The Council has been asked to consider, in so</b>	<b>Cllr Gandy (alternate – to be nominated by the Leader - Cllr Braley)</b>



# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

		<p>far as possible, rolling forward existing nominations (Cllr Gandy / Cllr Braley “alternate”) to avoid additional complication.</p>	
<p>WMLGA – Steering Group for Member Development in the Region.</p>	<p><b>Cllr MacMillan</b></p>	<p>1 Nomination</p> <p>To act on behalf of the Council in relation to WMLGA - supported Member Development-related positions.</p> <p>Term : 1 year</p> <p><b>No liability issues identified.</b></p>	<p><b>Cllr MacMillan</b></p>
<p>WMRA Strategy Advisory Panel</p>	<p><b>(New)</b></p> <p><b>The Panel has replaced the Regional Housing and Regional Planning Partnerships which no longer exist.</b></p>	<p>2 Nominations required.</p> <p>Must be Councillors.</p> <p>The Panel will advise on Planning, Transport, Housing and Environment issues, therefore Members with these types of portfolios would be appropriate.</p> <p>The Panel will meet on an “as required” basis.</p> <p>Term: 1 year</p> <p><b>In line with other WMRA nominations, not considered to have any liability issues.</b></p>	<p><b>Cllrs B Clayton and MacMillan</b></p>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

### SECTION 2: PARTNERSHIP APPOINTMENTS

Body	2008/09 Representative(s)	Notes / Terms	APPOINTEES
Local Area Transport Forum (Formerly the Bus Quality Partnership)	<b>Cllrs Pearce, Smith, Taylor* and Thomas</b>	4 representatives  (must be Councillors)  Term : RBC - 1 year (no term specified by BQP).  <b>No liability issues identified.</b>	<b>Cllrs Quinney, Smith, Taylor and Thomas</b>
Health Overview & Scrutiny Committee (Worcestershire County Council)	<b>Cllr Banks</b>	1 representative  Term : 1 year  <b>Liability issues to be determined but <u>unlikely to be an issue.</u></b>	<b>Cllr Banks</b>
Joint Members & Officers Integrated Transportation Forum (Worcestershire County Council)	<b>Cllr Pearce</b>	1 Councillor Representative  Term: 1 year.  <b>Liability issues to be determined but <u>unlikely to be an issue.</u></b>	<b>Cllr Pearce</b>
Local Access Forum (Worcestershire County Council)	(Membership to comprise 1 County Council Member; one Member drawn from North District Councils = Bromsgrove, Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon.	1 nomination for further election (must be a Councillor)  Term : 1 year  ( <u>Note</u> : Would be beneficial if the representative had a keen interest in countryside access and recreation issues.)  <i>Redditch BC 2004/05</i> <i>Bromsgrove 2005/06</i> <i>Wyre Forest 2006/07</i> <i>Redditch BC 2007/08</i> <i><u>Bromsgrove 2008/09</u></i> <i>Wyre Forest 2009/10)</i>  <b>Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></b>	No RBC nomination required for 09/10.

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

Corporate Parenting Steering Group (Worcestershire County Council)	<b>Cllr Banks</b>	1 RBC Representative (elected) Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30 start) <b>No liability issues identified.</b>	<b>Cllr Banks</b>
North Worcestershire Care & Repair Agency Advisory Board	<b>Cllr B Clayton</b>	1 RBC Representative (elected) Until next RBC Annual Meeting. (Normally to be Housing Portfolio Holder) <b>Liability issues to be determined. No information to hand at present time. Unlikely to be an issue.</b>	<b>Cllr B Clayton</b>
Redditch Community Safety Partnership (Lead Officer – A Heighway)	<b>Cllrs Brunner and Hartnett</b>	2 Representatives (must be Councillors - normally including the relevant Portfolio Holder) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Brunner and W King</b>
Redditch Partnership Board (Lead Officer – K Dicks / S Hanley?)	<b>Cllrs Gandy and R King</b> K Dicks / S Hanley?	2 Representatives (must be Councillors) + 1 Officer Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs Gandy and R King</b>
Community Children & Young Persons Forum (WCC)	<b>Cllrs Brunner and Taylor</b>	2 Representatives (must be Councillors) Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs Brunner and Taylor</b>
Redditch Children's Centres Advisory Board  (see below) (previously Sure Start Management Group)	<b>Cllrs Banks</b>	1 Representative (must be a Councillor) Term : 1 year  (see below) <b>Draft Terms of Reference (still to be advised if agreed) are available on request.</b>	<b>Cllr Banks</b>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

(Contact Officer: Judith Willis)		<b>Informally advised that there are unlikely to be any liability issues for members of the Advisory Board.</b>	
Town Centre Partnership (Lead Officer – Ruth Bamford)	<b>Cllrs Boyd-Carpenter, A Clayton MacMillan and Taylor</b>	4 Representatives (must be Councillors) Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs A Clayton, Gandy, Hunt and MacMillan</b>
Waste Management Forum (Lead Officer – Guy Revans)	<b>Cllr MacMillan (substitute Cllr Fry)</b>	1 representative + 1 substitute (must be Councillors) Term : 1 year <u>Note</u> : Meets Friday <u>mornings</u> - 4 times per year <b>No liability issues identified.</b>	<b>Cllr B Clayton (substitute Cllr Fry )</b>
Worcestershire Hub Board	<b>Cllrs Braley and R King</b>	2 Nominations (must be Councillors – could be relevant Portfolio Holder and / or Member Champion.) Term: 1 year to AGM 2010 <u>Daytime</u> meetings at County Hall. <b>There appear to be no issues of liability.</b>	<b>Cllrs Braley and R King</b>
Worcestershire Partnership – Economy & Transport Theme Group – Member Reference Group (Worcestershire County Council)	<b>Cllr MacMillan</b>	1 representative (must be a Councillor) Term: 1 year <u>Note</u> : Would be beneficial if the representative has a keen interest in Economic Development and Tourism – possibly relevant Portfolio Holder ex officio.) <b>Terms of Reference awaited but unlikely to be any liabilities.</b>	<b>Cllr MacMillan</b>
Worcestershire Partnership – Community Safety Member Reference Group (Worcestershire	<b>Cllr Brunner</b>	1 Representative (must be a Councillor) Term: 1 year. <u>Note</u> : Would be beneficial if the representative had a keen interest in Community Safety – possibly the relevant Portfolio Holder ex officio.)	<b>Cllr Brunner</b>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

County Council)		<b>Terms of Reference provided and available on request. Unlikely to be any liabilities.</b>	
Worcestershire Summer Floods 2007 Joint Scrutiny Task Group (WCC)	<b>Cllr Chalk (Sub – Cllr Fry)</b>	<p>1 Member representative, plus 1 Substitute Member Representative.</p> <p>Term: Until monitoring of the outcomes of the Scrutiny Task Group (WCC) is completed. Anticipated first monitoring review meeting is December 09.</p> <p><b>Note: For continuity it is suggested that Cllr Chalk continue as the Council's representative.</b></p>	<b>Cllr Chalk  (Substitute - Cllr D Smith)</b>
Worcestershire Tailoring Equality & Diversity Strategy (TEDS) – Project Steering Group	<b>Cllr R King</b>	<p>1 elected Member representative.</p> <p>There may be outstanding issues about the scope of this role and the authority still required to enable the Council's representative to act on its behalf.</p> <p>Further formal decisions may be required.</p>	<b>Cllr Pearce</b>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

### SECTION 3 : OUTSIDE BODIES – GENERAL

Body	2008/09 Representative(s)	Notes / Terms	APPOINTEES
Age Concern Redditch & District Board	<b>Cllr Pearce</b> *CX authorised to appoint Officer representative.	1 Councillor (plus 1 Officer *) Term : 1 year <b>Liability still to be determined.</b> <b>Still awaiting details and clarification on nature of representation.</b>	<b>Cllr Quinney</b>
Feckenham Education Endowment (Blue Coat School)	<b>Mr A Price</b> (end of term)	1 Representative (Need not be a Councillor) Term: 4 years to AGM 2013 No specific information on nature of representation or liabilities but letter confirming limited annual funds available for donation and capital invested with the Charities Commission. Regular financial advice taken and auditing of accounts.	<b>Mr A Price</b>
Federation of British Cremation Authorities (FBCA) – Executive Committee	<b>Cllr Chalk</b> (end of term)	1 representative (must be a Councillor) (Appointments will be decided at their Annual General Meeting in Sept.) Term : 3 years to AGM 2012 <b>No liability issues identified.</b>	<b>Cllr Chalk</b>
Health and Safety Committee	<b>Cllr A Clayton</b>	1 Member representative (to reflect new corporate Health & Safety Requirements.) Term: 1 year An internal RBC Officer meeting with Member representation / <u>daytime</u> meetings. <b>No liability issues.</b>	<b>Cllr A Clayton</b>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

Redditch Access for Disabled Group	<b>Cllrs Field and Hunt</b>	2 Representatives (Must be Councillors) Term : 1 year <b>Advised advisory &amp; representative only, no decision-making role.</b> <b>No liability issues identified.</b>	<b>Cllrs Field and Hunt</b>
Redditch Arts Council	<b>Cllrs Anderson, W King and Pearce</b>	3 Representatives (Must be Councillors) Term : 1 year <b>No liabilities identified / unlikely to be any liabilities.</b>	<b>Cllrs Hopkins, W King and Pearce</b>
Redditch Community Relations Council	<b>Cllr Hunt</b> (+ 5 vacancies)  <b>Mrs D Dudley</b> <b>Mr R Passingham</b> <b>Mr A Wharrad</b>	9 Representatives (6 elected and 3 non-elected Representatives). Nominations should not include the Mayor who is a Member ex officio*. Term : 1 year <b>Liability still to be determined - no information provided by CRC.</b>	<b>6 vacancies</b>  <b>Mrs D Dudley, Mr R Passingham and Mr A Wharrad</b>
Redditch One World Link Executive Committee	<b>2 vacancies</b>  <b>Mrs D Dudley</b>	4 Representatives (2 Councillors, 1 Council Officer and 1 non-elected Representative) Nominations should not include the Mayor who is a Member ex officio*. Term : 1 year <b>Liability appears to be limited, provided there are no breaches of duty or trust.</b>	<b>Cllrs Banks and A Clayton</b>  <b>Mrs D Dudley</b>
Redditch Play Council	<b>Cllrs Anderson, Field, W King and Taylor *</b>  <b>Mrs S Anderson</b> (1 non-elected rep. vacancy)	6 Representatives (4 elected and 2 non-elected Representatives) Term : 1 year To represent the Borough Council.	<b>Cllrs Anderson and Field and 2 vacancies</b>  <b>Mrs D Dudley and 1 vacancy</b>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

		<b>No issues of liability identified.</b>	
Redditch Trade Justice Network (links with Redditch One World Link (ROWL))	<b>Cllr B Clayton and Taylor</b>	1 representative / group of Members (no limit imposed). Term: 1 year. (It would be beneficial if nominee(s) had an interest in Fair Trade and would be willing to work alongside the Group to further the aims and objectives of a Fair Trade Town.) Details of the Goals for a Fair Trade Town available on request. <b>Details on nature of representation and liability issues still to be determined.</b>	<b>Cllr B Clayton and Taylor</b>
Reserve Forces and Cadet Association (RFCA) (formerly known as TAVR)	<b>Cllr Boyd-Carpenter</b>	1 representative (Must be a Councillor) Term: 1 year <b>No known liabilities – all matters of finance and liability dealt with via other RFCA Committees on which Council representative would play no part.</b>	<b>Cllr Anderson</b>
Smallwood Almshouses Trust	<b>Cllr Fry</b> (to AGM 2009)	1 Nomination (must be a Councillor). Term: 4 years <b>Nature of representation: to represent the Borough Council but note Trustee status.</b> <b>No indemnity referred to. Liabilities of Trustees therefore presumed to be governed by Charities legislation.</b>	<b>Cllr Fry</b>
Tardebigge Relief in Need and Sickness Charity	<b>Cllr Boyd-Carpenter (position now vacant)</b> (to AGM 2010) <b>Cllr Chalk</b> (to October 2011)	(2 Representatives - (Must be Councillors) Term : 4 years. <b>The Charity is governed in accordance with the Charity Commission Scheme and strict rules apply.</b>	<b>Cllr Norton</b>



# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

Traffic Penalty Tribunal (Civil Parking Enforcement)	<p><b>Cllr Braley</b> (Deputy – <b>Cllr Cookson</b>)</p> <p><b>Appointed by Council on 8 Dec 08.</b></p>	<p>1 Representative plus 1 Deputy (must be Councillors)</p> <p>Term: No information provided.</p> <p><b>No liabilities identified / unlikely to be any liabilities.</b></p> <p><b>Note: Representation on this Tribunal commenced February 2009. Council can, if it wishes, choose to regularise the representation on this Body on an annual basis at each AGM or continue with the current membership until further notice.</b></p>	<p><b>Cllr Braley</b> (Deputy – <b>Cllr Cookson</b>)</p>
Where Next Association	<p><b>Cllr B Clayton</b></p>	<p>1 Representative (must be a Councillor)</p> <p>Term : Until next Annual Council meeting).</p> <p>Nature of representation: to represent the Borough Council.</p> <p><b>Liability appears to be limited.</b></p>	<p><b>Cllr B Clayton</b></p>
Worcestershire Racial Equality Council	<p><b>Cllrs Shurmer &amp; R King</b></p>	<p>2 Representatives (need not be Councillors)</p> <p>Term : 1 year.</p> <p>Nomination to be put forward to Annual Meeting of the WREC.</p> <p><b>Nature of representation: to represent the Borough Council and liability appears to be limited to £1.</b></p>	<p><b>Cllr Shurmer</b></p>

# Annual Meeting of Council

## OUTSIDE BODIES

18 May 2009

### SECTION 4: REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES

The organisations listed below have requested Council nominations \* primarily to represent, and act on behalf of, the organisation concerned, rather than the Council.

\* The "Appointment" is made by the organisation itself, not by the Council.

Body	2008/09 Representative(s)	Notes / Terms	NOMINEES
Redditch CAB (Citizens' Advice Bureau) Management Committee	<b>No elected member / non-elected nominations 2008/09.</b>	3 Nominations (2 elected and 1 non-elected Representative) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. <b>Issues of liability. There is a financial liability if the Trustee Board is shown to have acted negligently.</b>	<b>No elected member / non-elected nominations 2008/09.</b>
Redditch Co-operative Homes	<b>Cllr Banks, Boyd-Carpenter, Cookson *, Hartnett and Pearce.</b> [The Council has agreed that ideally representation will be proportional: 5= 3+2 OR 2+2+1]	5 Nominations (must be Councillors) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. <b>Liability appears appear to be limited providing there are no breaches of duty or trust.</b>	<b>Cllr Banks, Chance, Hartnett and Hopkins and 1 vacancy.</b>

# **Annual Meeting of Council**

## **OUTSIDE BODIES**

18 May 2009

### **NOTES:**

- 1) This list does not include all Council appointments to outside bodies, since some are made at other times during the year, or less frequently than once per year.
- 2) Nominations marked “Not required” because current memberships are mid-term, may still be reviewed if the Council wishes, and may clearly need to be reviewed where Council membership has changed.
- 3) The Council has delegated authority to the Chief Executive to make Officer appointments as appropriate; and to fill Member vacancies, in consultation with Party Group Leaders, where the Council has agreed which party(ies) is/are due which places.
- 5) This list does not contain reference to places on those bodies which are occupied by the Mayor by virtue of his/her official capacity, namely:-

**Redditch Community Relations Council – President**

### **Twinning Bodies:**

**Redditch One World Link (ROWL - Mtwara Twinning) – President**

**Friends of Auxerre (FoA) – President**

**Friends of Gruchet-le-Valasse (FrOG) – President.**



**EXECUTIVE COMMITTEE**





# Executive Committee

Wednesday, 1 April 2009

---

## Minutes

### Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors P Anderson, J Brunner, B Clayton and C MacMillan

### Also Present:

M Collins and A Fry

### Officers:

G Revans, Jackie Smith, S Hanley, S Mullins, S Garratt, R Kindon, A Marklew and M Bough

### Committee Services Officer:

D Sunman

### 263. APOLOGIES

There were no apologies for absence.

### 264. DECLARATIONS OF INTEREST

Councillor MacMillan declared a personal but not prejudicial interest in Item 8, Energy Framework Agreement, as a former employee of British Gas.

### 265. LEADER'S ANNOUNCEMENTS

The Leader advised that she had accepted the following matter as Urgent Business:

Item 17 – Preferred Registered Social Landlords Development Partners.

### 266. MINUTES

**RESOLVED that**

.....  
Chair

**the minutes of the meetings of the Committee held on 18 February, 23 February and 2 March 2009 be confirmed as correct records and signed by the Chair, subject to the amendment of the figure in recommendation 7) of Minute 226 (18 February) to read £35,100 rather than £351,000.**

**267. CORPORATE PLAN 2009 - 2012**

Members considered a Corporate Plan which had been developed around the vision and priorities agreed by the Council on 8 December 2008. For the first time the Council was looking to adopt a three-year Corporate Plan rather than a Plan covering a single year.

The Plan attempted to demonstrate that the Council had a clear vision and that it had priorities that would enable it to achieve that vision. Officers explained that there were several gaps within the document, some of which could not be completed until nearer the Council meeting in mid-April.

Members proposed a number of amendments and additions and Officers undertook to incorporate the following amendments prior to Council on 20 April 2009:

- 1) an explanatory note to be incorporated where no specific resource allocations were identified in the section demonstrating how the Council was to achieve its priorities;
- 2) a footnote to be added explaining that the Council opposed the designation of the town as a Settlement of Significant Development;
- 3) an explanation to be added stating that the location of housing to the north of Redditch was a matter for Bromsgrove and Stratford on Avon District Councils.

In addition, Officers undertook to explore further the following matters prior to submission of the document to Council on 20 April 2009:

- 4) addition of an explanatory note that RBC performance against national Performance Indicators beyond the latest available audited information (2007/08) demonstrated improvement;
- 5) the designation of the services provided by the Council ("What we do") as either statutory or discretionary; and



- 6) whether there had been significant changes to the basket of Performance Indicators between 2006/07 and 2007/08.)

**RECOMMENDED that**

**the Corporate Plan 2009-2012 attached to the report at Appendix 1 be adopted, subject to the comments above.**

**268. TAXI LICENSING HANDBOOK**

The Committee received a proposed Countywide policy in relation to Hackney Carriage and Private Hire Operators, Vehicles and Drivers' Licences issued under the provisions of the Local Government (Miscellaneous Provisions) Act 1976. It was noted that the only four of the six Worcestershire District Councils would be proceeding with the Handbook initially as the remaining two were tied into using their existing handbooks at the present time.

Members were extremely supportive of the new Handbook and saw it as a good example of partnership working. The positive responses to the consultation over the new Handbook were also noted.

Officers highlighted two proposed amendments within Appendix 1:

Rewording a sentence on Page 83 to read: "If you fail the test or any part of it at the first attempt, then you can take **a test** within the following month without charge; further tests will incur the appropriate fee"; and

the deletion of a superfluous "a current" in the section entitled "More than one offence" (Page 103).

**RECOMMENDED that**

- 1) **the policy as stated in the Taxi Licensing Handbook attached at Appendix 1 to the report be approved and added to the Constitutional Policy Framework; subject to which**

**RESOLVED that**

- 2) **with effect from July 2009, the Taxi Licensing Handbook be published for the benefit of licence holders, Officers and Members as set out in Appendix 1 to the report;**
- 3) **power be delegated to the Head of Environment or Licensing Manager in consultation with the Portfolio Holder to update the handbook following any new**

**guidance and implementation of any policy changes;  
and**

- 4) a further report streamlining the delegation process be put before Members for consideration at a future meeting of the Executive Committee.**

**269. ASSET MANAGEMENT STRATEGY 2009/12**

The Committee considered the adoption of the Asset Management Strategy for 2009-2012 which had been produced on the Council's behalf by a consultant for the Housing Quality Network.

Members appreciated that the Strategy represented a very important living document for the Council. It was noted that a failure to be cognisant of the Strategy could lead to a crisis of assets and aspirations. The Committee also took the view that, if the Council was to retain assets then it needed to maintain them or else they may become liabilities.

**RECOMMENDED that**

**the Asset Management Strategy 2009-2012 attached to the report at Appendix 1 be adopted.**

**270. ENERGY FRAMEWORK AGREEMENT**

Officers stated that the purpose of this report was simply to add a further company to the framework agreement following the loss of an original energy supplier which had gone into administration.

**RECOMMENDED that**

**the requirements of Standing Order 46 be waived and British Gas Business be added to the Framework Agreement for energy.**

**271. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received the minutes from a recent meeting of the Overview and Scrutiny Committee. There was some discussion of the recommendations that had been made in relation to the Corporate Plan. It was agreed that, where these recommendations had been adopted in the final document, they could be deemed to have been accepted by the Executive Committee.

The Portfolio Holder for Community Safety queried the wording of the final paragraph on page 185 and the misleading impression that

might be given as to her degree of understanding of the situation in question.

**RESOLVED that**

**Portfolio Holder Annual Report – Community Safety**

- 1) **the Council continue to support effective partnership working for the delivery of Community Safety in the Borough;**

**Corporate Plan Part II – Pre-Scrutiny**

- 2) **the recommendations of the Overview and Scrutiny Committee be noted; and**
- 3) **the recommendations of the Overview and Scrutiny Committee be supported where the proposed amendments had been already incorporated into the Corporate Plan and not supported where the amendments had not previously been incorporated.**

**272. SHARED SERVICES BOARD**

**RESOLVED that**

**the minutes of the meeting of the Shared Services Board held on 3 March 2009 be noted.**

**273. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS, NEIGHBOURHOOD GROUPS ETC.**

There were no minutes or referrals under this item.

**274. ONE STOP SHOP ADVISORY PANEL**

The Committee considered a number of recommendations from the One Stop Shop Advisory Panel, one of which proposed a change of name. A second recommendation concerned a cost reduction measure through the use of signage using the Worcestershire Hub logo without the Redditch Borough Council logo. Members considered that the Hub logo had sufficient recognition locally not to result in potential problems.

**RESOLVED that**

- 1) **the new style signs not incorporating the Redditch Borough Council logo be used for the entrances to the**

# Executive Committee

**face-to-face areas on the grounds of reduced cost to the Council; and**

- 2) **the Panel be renamed the Customer Services Advisory Panel.**

## **275. ADVISORY PANELS - UPDATE REPORT**

The Committee received the update on the activity of the Council's advisory panels, working groups and similar bodies.

It was noted that the Community Safety Advisory Panel was not able to meet at present owing to the indisposition of the Lead Officer.

The next meeting of the Housing Advisory Panel had been put back until a date in late April / early May.

The next meetings of the Modernising Democracy Steering Group and Procurement Steering Group were to be rearranged to later dates.

It was noted that a view needed be taken on the future role of the Fees and Charges Sub-Committee in advance of the coming municipal year.

### **RESOLVED that**

**subject to Members' comments, the report be noted.**

## **276. ACTION MONITORING**

Members noted the Action Monitoring Sheet.

Members requested that Officers explore separate meetings with the Citizens' Advice Bureau (CAB) and Credit Union if a mutually convenient date for all parties could not be found. Members also wished Officers to convey their concern that residents were experiencing extreme difficulty in contacting the CAB.

The Leader reported that discussions had still to be conducted with other local authorities in the north of the County in respect of a joint-funded post to support the grants process and that other options were being explored.

Officers were to confirm whether Councillor Hall had been provided with further information concerning Gypsy, Traveller and Show People's sites.

Members noted the recent lack of reporting of staff vacancy and sickness absence figures.

**277. URGENT BUSINESS - PREFERRED REGISTERED SOCIAL LANDLORDS DEVELOPMENT PARTNERS**

Members considered a report proposing the establishment of a Members' Panel to assist in the selection process for Preferred Registered Social Landlords Partners.

**RECOMMENDED that**

**a Member Selection Panel comprising two Members of the Conservative Group and one Member each from the Labour and Liberal Democrat Groups be created to formally interview and select Preferred RSL Partners.**

The Meeting commenced at 7.00 pm  
and closed at 8.15 pm

.....  
Chair





# Executive Committee

22 April 2009

## Minutes

### Present:

Councillor C Gandy (Chair), Councillor M Braley (Vice-Chair) and Councillors P Anderson, J Brunner, B Clayton and C MacMillan

### Also Present:

Councillors K Banks and R King

### Officers:

G Revans, R Seager, H Halls, K Dicks, S Hanley, Jane Smith, L Miller and J Willis

### Committee Services Officer:

D Sunman

### 278. APOLOGIES

There were no apologies for absence.

### 279. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 280. LEADER'S ANNOUNCEMENTS

The Leader advised that she had accepted the following matters as Urgent Business:

Item 9 – Local Land Charges Fees; and

Item 10 – Shared Services Board Minutes.

### 281. MINUTES

Members noted that Minute 259 (2) had been referred to and approved by the Council on 20 April as a Recommended rather than a Resolved item.

### RESOLVED that

.....  
Chair

# Executive Committee

**the minutes of the meeting of the Committee held on 11 March 2009 be confirmed as a true record and signed by the Chair.**

**282. AIR QUALITY STRATEGY AND PLANNING PROTOCOL FOR  
HEREFORDSHIRE AND WORCESTERSHIRE**

The Committee received a report which detailed the background to and the purpose of the Air Quality Strategy and Planning Protocol for Herefordshire and Worcestershire. Officers reported that the Strategy identified commitments in relation to communication and cooperation between Local Authorities, external organisations and the community to meet the requirements set out in the Environment Act 1995. Members were informed that the Strategy provided a unified approach to Air Quality across all Local Authorities in Hereford and Worcestershire and would assist the Council in meeting its statutory duty to assess air quality within the Borough. Officers outlined the positive impact of the Strategy on residents, businesses and developers. Members were advised that the Council's Planning Policy Statement guidance had been incorporated into the Air Quality Strategy Planning Protocol. Officers confirmed that work was ongoing in one area to identify whether an Air Quality Management Area (AQMA) should be declared.

**RECOMMENDED that**

- 1) the Air Quality Strategy (Appendix 1 of the report) and the Air Quality Strategy Planning Protocol (Appendix 2 of the report) be approved and adopted; and**
- 2) the Air Quality Strategy be added to the Constitutional Policy Framework.**

**283. CUSTOMER ACCESS STRATEGY AND TRANSFORMATIONAL  
GOVERNMENT STRATEGY**

The Committee received the first progress report following approval of the Customer Access and Transformational Government Strategies in March and September 2008 respectively. Officers reported that progress against the action plans was mainly on target and that links to the Strategies had been built into Service Plans to ensure their priority in terms of delivery. Members did not make any decision on the frequency of future reports as outlined in Paragraph 2 (2) of the report.



**RESOLVED that**

**the report on progress made, as detailed in the report, be noted.**

**284. CHILDREN'S CENTRES - FUTURE CONTRACTS**

The Committee considered a report on whether to submit tenders to deliver Children's Centre Services in respect of the Willow Trees and Maple Trees Children's Centres in Redditch and / or three new Centres that will be developed in Bromsgrove. Members recognised the excellent work carried out by the Children's Centres in Redditch and in particular families being supported through the current economic climate. Officers informed Members that invitations to tender for three new Bromsgrove Children's Centres were to be phased over a longer period and advertised individually.

**RECOMMENDED that**

- 1) no tenders be submitted in respect of additional Children's Centres in Redditch; and**
- 2) no tenders be submitted in respect of the new Children's Centres planned in Bromsgrove.**

**285. GOVERNMENT CONNECT**

Members received a report seeking delegated authority to make minor changes to existing policies in regard to the Recruitment and Selection and IT Equipment Use and Security to comply with the requirements of the Gov. Connect scheme. Officers reported that the scheme provides a secure network for information sharing between Local Authorities, Central Government, Health and Fire Authorities. They were informed that the Council could be audited and if found to be non-compliant could have its authorisation to the Gov. Connect scheme suspended or terminated. Members were advised that should this happen the Council would be unable to process Council Tax and Housing Benefits claims on behalf of the Department of Works and Pensions.

**RECOMMENDED that**

**authority be delegated to Officers to make minor policy changes to relevant existing recruitment and security policies to comply with the requirements of the Gov.Connect scheme, as follows:**

# Executive Committee

- 1) authority be delegated to the Head of Customer and IT Services, in consultation with the Portfolio Holder for Corporate Management, to make relevant minor changes to the IT Equipment Use and Security Policy; and
- 2) authority be delegated to the Head of Human Resources and Communications, in consultation with the Portfolio Holder for Corporate Management, to make relevant minor changes to the Recruitment and Selection Policy.

## 286. LOCAL LAND CHARGES FEES

Members considered a report which sought authority to amend currently approved fees for Local Land Charges in line with the Local Authorities (Charges for Property Searches) Regulations 2008. Officers reported that these Regulations confirmed that all Local Authorities must make searches available to all on equal terms and equal costs.

### RECOMMENDED that

- 1) the Democratic Services Manager, in consultation with the Portfolio Holder for Corporate Management, be authorised to review and amend Local Land Charges Fees to meet the latest statutory requirements and related guidance;
- 2) in view of the requirement to set fees at a maximum of recovery level only, ongoing authority be delegated to the Democratic Services Manager to review and amend the fees at an appropriate frequency, subject to the reporting of fees in the Council's annual Fees and Charges reports.

### RESOLVED that

- 3) urgent approval of the above recommended delegation 1) be sought under Standing Order 36 Urgent Business arrangements, in order that the revised fees and charges for Local Land Charges services may take effect from 1 May 2009;
- 4) the revisions be notified to all other interested parties as a matter of urgency, including via the Council's website;
- 5) the effect of the fee changes be regularly monitored against the costs of providing the service and further reports be submitted to Members as appropriate.

# Executive Committee

(This report had been accepted as a matter of Urgent Business - not having met the publication deadline - and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the information, which was not available at the time of the agenda going to print, was required to be considered at the present meeting to allow the charges to take effect from 1 May 2009.)

## **287. SHARED SERVICES BOARD**

Members received the minutes of the Shared Services Board meeting held on 30 March 2009.

### **RESOLVED that**

- 1) Members note the reported progress to date and that Officers continue to apprise Shared Services Board Members of key issues and progress at each meeting; and**

### **RECOMMENDED that**

- 2) Internal Audit be removed from the list of 'medium term wins' and that it be considered as a Shared Service as part of the 'enhanced two tier' programme; and**
- 3) the additional cost of £6,370 arising from procuring Serco to undertake preparation of the full business case be met by the two authorities 50:50 from savings arising from the overall project.**

(These minutes had been accepted as a matter of Urgent Business - not having met the publication deadline - and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the information, which was not available at the time of the agenda going to print, was required to be considered at the present meeting to meet required deadlines.)

# Executive Committee

## **288. SHARED SERVICES BUSINESS CASE - ELECTORAL AND COMMUNITY SAFETY SERVICES - CONSULTATION RESPONSE**

Members received a report outlining the feedback from staff regarding the proposed Shared Services for Electoral and Community Safety Services. In view of the fact that the report contained information relating to consultations / negotiations in connection with labour relations, this discussion took place after the exclusion of the press and public. There is nothing exempt, however, in this record of the proceedings.

### **RESOLVED that**

- 1) that the outcomes of consultation be noted; and**

### **RECOMMENDED that**

- 2) Shared Services for Electoral and Community Safety Services be implemented.**

## **289. OVERVIEW AND SCRUTINY COMMITTEE**

Members received the minutes of the Overview and Scrutiny Committee held on 18 March 2009. There were no matters for the Executive Committee's decision.

### **RESOLVED that**

**the minutes of the meeting of the Committee held on 18 March 2009 be received and noted.**

## **290. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS, NEIGHBOURHOOD GROUPS ETC.**

There were no minutes or referrals.

## **291. ADVISORY PANELS - UPDATE REPORT**

Members considered an up-date report on the work of the Executive Committee's Advisory Panels and similar bodies.

### **RESOLVED that**

**the report be noted.**

# Executive

## Committee

### 292. ACTION MONITORING

Members noted the Action Monitoring Sheet and requested that Officers submit an early report to the Executive Committee on staff vacancy and sickness absence figures.

### 293. EXCLUSION OF THE PUBLIC

**RESOLVED that**

**under S100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Shared Services Business Case – Electoral and Community Safety Services - Consultation Response. (Decision 11 above refers.)**

### 294. CONFIDENTIAL MINUTES / REFERRALS (IF ANY)

No Confidential Minutes or Referrals were discussed.

The Meeting commenced at 7.00 pm  
and closed at 8.35 pm

.....  
Chair





# Executive Committee

20 May 2009

## Minutes

### Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors P Anderson, J Brunner, B Clayton, W Hartnett, N Hicks, C MacMillan and M Shurmer

### Also Present:

Councillors A Clayton and Field

### Officers:

C Flanagan, E Hopkins, R Kindon, T Kristunas, G Revans, J Staniland, E Storer, A Teepe, J Walker and D Wright

### Committee Services Officer:

D Sunman

### 295. APOLOGIES

There were no apologies for absence from members of the Executive Committee.

An apology for absence was received from Councillor Smith as it had been his intention to be present for Item 10, Housing Mutual Exchange Task and Finish Group – Recommendations.

### 296. DECLARATIONS OF INTEREST

Councillor Hartnett declared a personal but not prejudicial interest in Item 8 - Easemore Road – Sale of Land and Consortium Update, as a member of a Registered Social Landlord (Redditch Co-op Homes).

### 297. LEADER'S ANNOUNCEMENTS

The Leader advised that she had accepted the following matter as Urgent Business:

Item 11 – Referral from the Member Development Steering Group.

.....  
Chair

**298. MINUTES****RESOLVED that**

**the minutes of the meetings held on 1 April and 22 April 2009 be confirmed as correct records and signed by the Chair.**

**299. ANNUAL CORPORATE HEALTH AND SAFETY REPORT**

Members considered a report outlining the work undertaken on Health and Safety during 2008/09 together with the work programme for the 2009/10 municipal year.

**RESOLVED that**

**the work on Health and Safety be noted and the Health and Safety work programme outlined for the following year be endorsed and supported.**

**300. HOME ENERGY CONSERVATION AND AFFORDABLE WARMTH**

The Committee considered a report on the introduction of National Indicator 187 (NI 187) with effect from April 2008. Officers reported that NI 187 had been included in Worcestershire County Council's Local Area Agreement (LAA) and, therefore, the Council would be obliged to identify those people living in fuel poverty in poor housing conditions. Monitoring of performance in tackling fuel poverty would be required from April 2009.

Members were informed that applications to three schemes would be managed as follows:

Over 60's Scheme

Applications be limited to the first 200 installation measures at an approximate cost to the Council of £40,000 in total.

Landlord's Scheme

Applications be limited to the first 100 installation measures at an approximate cost to the Council of £20,000 in total.

Town Centre Scheme

Applications be limited to a budget of £40,000.

Officers reported that the British Gas Council Tax Insulation Scheme would continue in 2009/10 and that the Government's



# Executive Committee

Warmfront Grant scheme was ongoing. The results of a heat imaging project would be available in June 2009 and would provide information to target areas more effectively.

Members suggested that the scheme be publicised through the Council's Climate Change website.

## **RESOLVED that**

- 1) **applications be invited from house owners in the Borough aged 60 or over, living in a Council Tax band A to D property and not in full time employment or in receipt of benefits, to have loft and / or cavity wall insulation installed in their homes;**
- 2) **applications be invited from accredited private landlords in the Borough, owning tenanted properties in a Council Tax band A to D, to have loft and / or cavity wall insulation installed free of charge; and**
- 3) **applications be invited from the owners of pre-1919 houses in the Town Centre area to apply for lifetime loans, to enable their homes to be adequately insulated and heated, on a non-means tested basis covering 50% of the cost of the work.**

## **301. PAOLOZZI MURAL TRUST**

The Committee received a report which required them to consider what actions would be required to regularise the Council's Trusteeship of the Paolozzi Murals and the Paolozzi Mural Fund.

Officers suggested that this could be achieved by registration as a charity and appointment of Trustees. The Trustees would then be able to consider what actions were required to fulfil the primary objectives of the Trust, namely to promote the viewing of the Murals, their maintenance and safety. Members were informed that interest accrued to the Mural Fund might be used to support the Visual Arts in Redditch. The Charity Commissioners, on request, might also allow the use of capital.

Members were asked to consider the name under which the Trust would be registered and the appointment of Trustees.

## **RECOMMENDED that**

- 1) **authority be delegated to the Legal Services Manager to take all necessary steps required by law to register the**

# Executive Committee

**Trust as a charity with the Charity Commission;**

- 2) **the Trust be registered as a charity with the name “Redditch Paolozzi Mural Trust;**
- 3) **the Leader of the Council and the Council’s Chief Finance Officer be appointed by the Council to perform the Council’s Trustee role for the Trust; and**
- 4) **the Trustees report any recommended spend to Executive Committee before distribution of funds.**

## **302. EASEMORE ROAD - SALE OF LAND AND CONSORTIUM UPDATE**

Members were advised of the current position regarding the sale of land at Easemore Road and approval was sought for a revised consortium.

**RESOLVED that**

**the Council lead the consortium and progress a sale of the combined site, for open market or affordable housing on the best terms possible, in agreement with the other members of the consortium.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillor Hartnett declared a personal, but not prejudicial interest in view of him being a Member of Registered Social Landlord (Redditch Coop Homes).

## **303. OVERVIEW AND SCRUTINY COMMITTEE**

Members received the minutes of the Overview and Scrutiny Committee held on 8 April 2009. There were no matters for the Executive Committee’s decision.

**RESOLVED that**

**the minutes of the meeting of the Committee held on 8 April 2009 be received and noted.**

## **304. HOUSING MUTUAL EXCHANGE TASK AND FINISH GROUP - RECOMMENDATIONS**

Councillor Field attended representing the Housing and Mutual Exchange Task Group.

# Executive Committee

A report was presented from the Housing and Mutual Exchange Task Group, which had reviewed the Council's Housing Mutual Exchange and Home Swap procedures. The Task Group had concluded that the current procedures operated by the Council were satisfactory and that no further scrutiny was required. However, the Task Group recommended that existing inspection practices should be more explicitly stated in the Council's Housing Mutual Exchange Policy and Procedure to ensure that the process was transparent.

## **RESOLVED that**

**subject to suitable rewording by Officers the following details be incorporated into the Council's Housing Mutual Exchange Policy and Procedure:**

***“The Repair and Maintenance Officers should be employed to make the initial checks on each property to establish that no unauthorised alterations have been made to the properties and whether any rechargeable works need to be undertaken.***

***Any defects should be photographed and the details placed on file together with written reports concerning both properties.***

***Electrical tests for both properties should be arranged by Repairs and Maintenance.***

***The Tenancy Officer who is responsible for the mutual exchange together with the tenants involved should be advised in writing of any works required to be undertaken by them or the Council.***

***Normal Housing Mutual Exchange and Home Swap procedures should commence after the actions listed above have been completed satisfactorily. (i.e. the Tenancy Officer responsible for the exchange should visit both properties with both tenants).”***

## **305. MINUTES / REFERRALS - MEMBER DEVELOPMENT STEERING GROUP 6 MAY 2009**

The Committee was asked to consider a range of recommendations arising from a meeting of the Member Development Steering Group (MDSG) regarding Member Development and Members' Support budgets for 2009/10

**RESOLVED that**

- 1) **in the light of recent Council budget decisions, the Member Support budget be divided to now provide £300 for each Member's individual support needs and £200 x 29 = £5,800 to be held centrally for Member Development purposes;**
- 2) **individual Members' existing commitments above £300 (and up to £500) be honoured at the present time;**
- 3) **the budgetary situation be reviewed at half year;**
- 4) **no new IT equipment be provided to Members until the question of funding is settled; and**
- 5) **consideration be given to the baseline provision of equipment to Members, and how this might be established, with a view to its implementation in May 2010, subject to the Council's approval of the necessary bids.**

(This report had been accepted as a matter of Urgent Business - not having met the publication deadline - and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree matters of urgency being discussed by reason of special circumstances.)

In this case the special circumstances were that the information, which was not available at the time of the agenda going to print, was required to be considered at the present meeting to provide clarification of an earlier Council decision and allow officers to allocate money from these budgets.)

**306. REDDITCH BOROUGH COUNCIL ESTABLISHMENT**

The Committee received a report which provided an update on the Council's establishment and the number of vacant posts as at 31 March 2009. Officers agreed to provide information on employment of Agency staff to Councillor Hartnett.

**RESOLVED that**

**the report be noted.**

# Executive Committee

---

## 307. ADVISORY PANELS - UPDATE REPORT

Members considered an up-date report on the work of the Executive Committee's Advisory Panels and similar bodies.

**RESOLVED that**

**the report be noted.**

## 308. ACTION MONITORING

Members noted the Action Monitoring Sheet.

The Meeting commenced at 7.06 pm  
and closed at 9.07 pm

.....  
Chair



**REGULATORY COMMITTEES**







# Audit & Governance Committee

26 May 2009

## Minutes

**Present:**

Councillor Robin King (Chair), Councillor Greg Chance (Vice-Chair) and Councillors M Braley and W Norton

**Also Present:**

Councillor C Gandy, David Evans (Audit Commission)

**Officers:**

S Hanley, B Haycock, T Kristunas

**Committee Officers:**

D Sunman

**49. APOLOGIES**

Apologies for absence were received from Councillor Hopkins and Liz Cave (Audit Commission).

**50. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**51. MINUTES OF PREVIOUS MEETING**

**RESOLVED that**

**the minutes of the meeting held on 4 March 2009 be confirmed as a correct record and signed by the Chair.**

**52. ACTION SHEET**

Members considered an Action Sheet from their meeting on 4 March 2009.

With reference to the Item 7 (Dial A Ride) it was suggested that the Dial A Ride Task and Finish Group consider areas not already covered by the service and also use of vehicles on evenings and weekends.

.....  
Chair

# Audit & Governance Committee

26 May 2009

---

**RESOLVED that****the Action Sheet and comments be noted.****53. PARTNERSHIP GOVERNANCE - ADOPTION OF FRAMEWORK AND TOOLKIT**

The Committee considered a report regarding the adoption of a Partnership Governance Framework and Toolkit together with a definition of the partnerships to which these would be applied. They were advised that the report would be discussed by the Executive Committee at their meeting on 10 June.

Officers reported that the Audit Commission, in a national report published in October 2005 (Governing Partnerships: Bridging the Accountability Gap), had said that public bodies should:

- a) know the partnerships they are involved in, and how much money and other resources they invest in them. They should review each partnership to strengthen accountability, manage risks and rationalise working arrangements;
- b) establish clear criteria against which partnerships can be evaluated to determine that they help to achieve partners' corporate objectives cost-effectively;
- c) take hard decisions to scale down their involvement in partnerships if the costs outweigh the benefits, or if the added risks cannot be managed properly;
- d) agree and regularly review protocol and governing documents with all partners; and
- e) tell service users and the wider public about how key partnerships work, where responsibility and accountability lie and how redress can be obtained through joint complaints procedures.

Members were informed that as part of the Council's assurance framework it would be necessary to ensure that these principles and values of good governance be applied to its partnerships and that the associated risks be identified and managed. The Comprehensive Area Assessment (CAA) also places more emphasis on partnership working. Adoption of the Partnership and

# **Audit & Governance**

## **Committee**

26 May 2009

---

Governance Framework and Toolkit would provide the mechanism to manage their partnerships effectively.

### **RECOMMENDED that**

- 1) **the draft Partnership and Governance Framework and Toolkit at Appendix 1 of the report be adopted; and**
- 2) **that Officers undertake a further piece of work to identify current partnership involvement.**

#### **54. STATEMENT OF ACCOUNTS 2008/09**

Members considered a report outlining changes to the mechanism for approval of the Council's Statement of Accounts.

### **RECOMMENDED that**

- 1) **that authority to receive and give final approval to the Statement of Accounts be delegated to the Audit and Governance Committee; and**
- 2) **the Committee's Terms of Reference be updated to include such duty.**

(An additional Audit and Governance Committee be scheduled at the end of June 2009 and thereafter on an annual basis and a training session for Members be undertaken prior to receipt of the Statement of Accounts for 2009.)

#### **55. ANNUAL GOVERNANCE STATEMENT 2008/09**

The Committee considered a report which sought approval of the Annual Governance Statement (AGS) prior to inclusion in the Statement of Accounts 2008/09, which will be published at the end of September 2009.

### **RESOLVED that**

**the Annual Governance Statement be approved for inclusion in the Statement of Accounts 2008/09.**

# **Audit & Governance Committee**

26 May 2009

---

## **56. ANNUAL AUDIT AND INSPECTION LETTER 2007/08**

Dave Evans from the Audit Commission presented a report regarding the Annual Audit and Inspection Letter in respect of the 2007/08 audit of accounts.

The report outlined the key messages and action needed by the Council.

### Key Messages

The Council's overall rate of improvement slowed in 2007/08, which continued from a fall in improvement in the previous year. In 2007/08, 52% of performance indicators (PIs) improved, which was below the average for district councils. The Council was ranked 327 out of 388 councils for the percentage of PIs improved during the year. Value for money remained adequate but with higher than average costs and lower than average performance.

The Council had acknowledged areas where change is needed to improve its performance management framework and performance management and risk management processes.

The Council's performance on Use of Resources had been assessed as adequate, which was the same overall level of performance reported in previous years.

Arrangements for ensuring data quality were assessed as being the minimum required.

### Action Needed by the Council

The Audit Commission recommended the following actions:

- a) that the impact on capacity of the pilot joint Chief Executive working arrangements be monitored and the business case for shared services be developed.
- b) that Value for Money be improved throughout the Council and that continued action be taken to review services identified as high cost and low performing and that a member-led programme of reviews be introduced to deliver greater efficiency and improved service outcomes.
- c) that processes be put in place to ensure that annual financial statements contain no more than 'clearly trivial' errors and to

# **Audit & Governance**

## **Committee**

26 May 2009

---

strengthen financial management in areas identified the Use of Resources report.

- d) that the refreshed performance management framework be embedded to enable Officers and Councillors to respond quickly to changes in performance particularly for priority areas.
- e) that the Council continue to monitor the delivery of its major projects and further embed the risk management process.
- f) that the Council consider its appropriate response in the current economic downturn.

Members acknowledged that progress had been made to address the areas listed in the Audit and Inspection Letter for improvement and that this would be reflected in the Annual Audit for 2008/09.

### **RESOLVED that**

- 1) the Annual Audit and Inspection Letter be noted; and**
- 2) that an Action Plan be prepared based on the whole document.**

### **57. RISK MANAGEMENT UPDATE**

The Committee received a report that provided Members with an update on the Council's Risk Management arrangements in line with the corporate risk management framework.

Members were informed that a review of the Corporate Risk Register had identified 21 corporate risks. Of these:

- 5 risks are identified as being very high;
- 12 considered to be high;
- 3 of medium risk; and
- 1 considered to be low risk.

Members were advised that controls, actions and strategies had been developed to manage these risks and would be subject to ongoing monitoring.

### **RESOLVED that**

**the report be noted.**

# **Audit & Governance**

Committee

26 May 2009

---

## **58. INTERNAL AUDIT PROGRESS REPORT**

The Committee considered a report which gave an update regarding audits completed by the Internal Audit Team since 21 January 2009. Members commented on the following audits:

### Capital Contracts

The Committee was assured that a framework was now in place to safeguard against problems identified in the audit. They were informed that all Officers involved in procurement were receiving mandatory training.

### Rent Deposit and Rent Guarantee Schemes

Members were concerned whether liability for valid Gas Safety Certificates should be the responsibility of landlords or tenants. It was noted that Housing Officers were carrying out a review of this.

### **RESOLVED that**

- 1) the report be noted;**
- 2) Housing Officers report to the next meeting regarding the review of Gas Safety Certificates; and**
- 3) Legal advice be sought regarding liability.**

## **59. AUDIT ANNUAL PLAN 2009/10**

The Committee received the finalised planned programme of work for Internal Audit for 2009/10.

### **RESOLVED that**

**the programme of planned audit work for 2009/10 be approved.**

## **60. INTERNAL AUDIT - AUDIT OUT-TURN STATEMENT FOR 2008/09**

Members considered a report that provided information regarding the use of Internal Audit resources during 2008/09. Officers reported that 218 days less than planned had been spent on service unit audits which meant that the internal audit target of completing 90%+ of the programmed audit work in the year had not

# **Audit & Governance**

## Committee

26 May 2009

---

been achieved. This had impacted on the level of assurance that Internal Audit was able to give regarding the adequacy and effectiveness of the system of internal controls operating within the Council.

Members were informed that a report on Shared Services / Enhanced 2 Tier work would be available in the next few months.

**RESOLVED that**

**the report be noted.**

**61. AUDIT AND GOVERNANCE COMMITTEE - WORK PROGRAMME FOR 2009/10**

Members were asked to consider items for inclusion on a work programme for 2009/10.

**RESOLVED that**

**a meeting be arranged to include the Chair, Vice-Chair and the Heads of Legal, Democratic & Property Services and Finance, Revenues and Benefits to finalise the work programme for 2009/10.**

**62. INTERNAL AUDIT - MEMBER SUGGESTIONS OF AREAS FOR FUTURE AUDIT ACTIVITY**

There were no Members suggestions for future audit activity.

**63. EXTERNAL AUDIT PROGRESS REPORT**

The Committee considered a report from the Audit Commission that showed progress against the 2008/09 Audit Plan agreed by this Committee in May 2008. The status of work in progress was reported as follows:

Systems Work

Work on the authority's systems key controls, in conjunction with internal audit, had been completed in readiness for the final accounts audit in August.

# Audit & Governance Committee

26 May 2009

---

## Use of Resources

A self-assessment against the new Key Lines of Enquiry had been received by the agreed deadline. The review of the self-assessment was ongoing. An indicative score would be reported to the Audit Commission centrally by 31 May with a final score agreed and reported by 14 August. An area challenge meeting had been arranged to compare scores from authorities across the West Midlands to ensure consistency.

## National Reports

The following reports had been issued since the last Audit & Governance Committee.

- Risk and Return – English Local Authorities and Icelandic banks.
- Working Better Together? Managing Local Strategic Partnerships.
- Summing Up – A review of financial management in Local Government 2005 – 2008.

## **RESOLVED that**

**the report be noted.**

### **64. EXTERNAL AUDIT - OPINION PLAN 2008/09**

Dave Evans from the Audit Commission presented the Opinion Audit Plan that reported on risks at both an authority-wide level and also within individual systems. Members were informed that the Commission had identified 13 significant systems and the controls that operated within those systems. These systems would be tested during the year to highlight which would impact on the work that was required at the end of the year by the auditors.

Two additional risks had been identified:

1. A general fall in property values in 2008/09. The Audit Commission must ensure that appropriate procedures are in place for year-end valuation of the Council's assets; and
2. The Benefits Inspection had identified a number of issues to be included in the opinion audit work.



# **Audit & Governance**

Committee

26 May 2009

---

**RESOLVED that**

**the report be noted.**

**65. EXTERNAL AUDIT - FEE LETTER 2009/10**

The Committee considered a report on the charges for Audit Commission work for 2009/10. Members were informed that fees might be reviewed and updated once the audit for 2008/09 and the audit planning process for 2009/10 had been completed.

**RESOLVED that**

**that the report be noted.**

The Meeting commenced at 7.03 pm  
and closed at 9.15 pm

.....  
Chair





# Planning Committee

31 March 2009

## Minutes

### Present:

Councillor Michael Chalk (Chair), Councillor David Smith (Vice-Chair) and Councillors J Field, W Hartnett, N Hicks and D Hunt.

### Officers:

N Chana, A Hussain, A Rutt, S Skinner and J Staniland.

### Committee Services Officer:

J Smyth.

### 88. APOLOGIES

An apology for absence was received on behalf of Councillor Enderby.

### 89. DECLARATIONS OF INTEREST

Councillors Hartnett and Hunt declared personal but not prejudicial interests in Planning Application 2009/021/FUL (erection of a detached dwelling) at 2 Hennals Avenue, Webheath, as detailed at Minute 93 below.

Councillor Smith declared a personal and prejudicial interest in Enforcement Report 2008/059/ENF (non-compliance with requirements of a Section 215 Notice) in Fenwick Close, Headless Cross, as detailed at Minute 98 below.

### 90. CONFIRMATION OF MINUTES

**RESOLVED that**

**the minutes of the meeting of the Committee held on the 3 March 2009 be confirmed as a correct record and signed by the Chair.**

### 91. APPLICATIONS FOR PLANNING PERMISSION

The Committee considered and determined two Planning Applications as detailed in the subsequent minutes below.

.....  
Chair

Public speaking was permitted, in accordance with the Council's agreed procedures, in relation to both of the applications being considered.

**92. PLANNING APPLICATION 2009/019/COU - UNIT 1  
MATCHBOROUGH CENTRE, MATCHBOROUGH WAY**

Change of use from A1 (Retail) to D2  
(Assembly and Leisure Use)  
Applicant: Mr S Marshall ('Your Ideas')

Mr Marshall, the Applicant, addressed the Committee under the Council's public speaking rules.

A brief letter of support was also read out on behalf of Councillor Brunner, local Ward Member, who had also been registered to speak but had not been able to attend in person.

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions detailed in the report.**

**93. PLANNING APPLICATION 2009/021/FUL - 2 HENNALS  
AVENUE, WEBHEATH**

Erection of a detached dwelling.  
Applicant: Mr B Yeng

Mrs S Yeng, on behalf of the Applicant, addressed the Committee under the Council's public speaking rules.

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be REFUSED for the reasons stated in the report.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillors Hartnett and Hunt declared personal but not prejudicial interests in view of the fact that they were acquainted with the Applicant.)

**94. INFORMATION REPORT**

The Committee received information relating to the outcome of an appeal against the imposition of a planning condition. The condition had requiring the removal of two heaters under an approved

retrospective Planning Permission relating to Astwood Bank Club, 5a Dark Lane, Astwood Bank.

Members noted the Inspector's decision that the appeal should succeed and that the disputed condition be removed from the Planning Permission.

**RESOLVED that**

**the item of information be noted.**

**95. PLANNING APPEALS PROCEDURES - CHANGES**

The Committee received a report which detailed changes to the planning appeals system and the resultant changes required in the Council's practices and procedures to accommodate the new regulations.

Members were informed that the changes were significant for all those who engaged in the planning appeals system following refusal of planning permission, particularly those in receipt of refusal under the new Householder Planning Application process. The more significant changes to the procedures were highlighted, particularly in relation to the new methods of appeal, third party representations, awarding of costs and notification of Appeals decisions.

Officers pointed out that, whilst there were no substantial changes to the Committee's own procedures, it would be essential that Members provide full and clear reasons for any changes to Officers' recommendations, with particular attention to be paid to the recording of such reasons, for instance, where Members sought to overturn Officer's recommendations for approval, or where additional conditions were to be imposed.

It was agreed that Officers should report back to the Committee on the feasibility, benefits, and associated costs of recording Planning Committee meetings to assist with representation at any subsequent appeals.

With regard to the changes in relation to awarding of costs, Officers agreed to provide Members with the new procedures and criteria against which costs could be awarded and likely tariffs, if available, as soon as the relevant information had been published.

**RESOLVED that**

- 1) the information provided be noted and taken into account in future decision making and advisory processes;**

# Planning Committee

31 March 2009

- 2) a report be brought to Committee on the possibilities and associated costs of providing sound recordings of Planning Committee meetings; and
- 3) when further information is available, Members be advised on the criteria and likely tariffs to be applied by the Planning Inspectorate on awarding costs.

## 96. ENFORCEMENT OF PLANNING CONTROL

The Committee considered three contraventions of planning law, as detailed in the subsequent minutes below.

## 97. ENFORCEMENT REPORT 2007/195/ENF - MUNSLEY CLOSE, MATCHBOROUGH

Non-compliance with the requirements of a Section 215 Notice

**RESOLVED that**

authority be delegated to the Head of Legal, Democratic and Property Services, in consultation with the Acting Head of Planning and Building Control, to

- 1) take Enforcement action by way of instigating proceedings in the Magistrates Court, if necessary, to secure a cessation of the breach of Planning Control; and / or
- 2) take direct remedial action under Section 219 of the Town and Country Planning Act 1990 to remedy the condition of the land, if necessary, and recover any expenses reasonably incurred by the Local Planning Authority in doing so.

## 98. ENFORCEMENT REPORT 2008/059/ENF - FENWICK CLOSE, HEADLESS CROSS

Non-compliance with the requirements of a Section 215 Notice

**RESOLVED that**

authority be delegated to the Head of Legal, Democratic and Property Services, in consultation with the Acting Head of Planning and Building Control, to

- 1) take Enforcement action by way of instigating proceedings in the Magistrates Court, if necessary, to secure a cessation of the breach of Planning Control; and / or

- 2) **take direct remedial action under Section 219 of the Town and Country Planning Act 1990 to remedy the condition of the land, if necessary, and recover any expenses reasonably incurred by the Local Planning Authority in doing so.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillor Smith declared a personal and prejudicial interest in view of the fact that he lived adjacent to the site the subject of the Enforcement action and withdrew from the meeting.)

**99. ENFORCEMENT REPORT 2008/165/ENF - BARFORD CLOSE, MATCHBOROUGH**

Non-compliance with the requirements of a Section 215 Notice

**RESOLVED that**

**authority be delegated to the Head of Legal, Democratic and Property Services, in consultation with the Acting Head of Planning and Building Control, to**

- 1) **take Enforcement action by way of instigating proceedings in the Magistrates Court, if necessary, to secure a cessation of the breach of Planning Control; and / or**
- 2) **take direct remedial action under Section 219 of the Town and Country Planning Act 1990 to remedy the condition of the land, if necessary, and recover any expenses reasonably incurred by the Local Planning Authority in doing so.**

The Meeting commenced at 7.00 pm  
and closed at 8.12 pm

.....  
CHAIR







# Planning Committee

21 April 2009

## Minutes

### Present:

Councillor Michael Chalk (Chair), Councillor David Smith (Vice-Chair) and Councillors J Field, W Hartnett, D Hunt and R King

### Also Present:

M Collins (Vice-Chair – Standards Committee)

### Officers:

A Hussain, A Rutt and S Skinner.

### Committee Services Officer:

T Buckley.

### 100. APOLOGIES

An apology for absence was received on behalf of Councillor Hicks.

### 101. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 102. CONFIRMATION OF MINUTES

#### RESOLVED that

**the minutes of the meeting of the Committee held on 31 March 2009 be confirmed as a correct record and signed by the Chair.**

### 103. APPLICATIONS FOR PLANNING PERMISSION

The Committee considered and determined two Planning Applications as detailed in the subsequent minutes below.

Officers tabled an update report detailing any late responses to consultation, changed recommendations, further conditions and any additional Officer comments in relation to each application. This report was further updated orally at the meeting as appropriate to each application.

.....  
Chair

There were no Public speakers in respect of either of the applications.

**104. PLANNING APPLICATION 2009/049/ADV - SLIP ROAD ONTO THE COVENTRY HIGHWAY (WEST BOUND) OFF BATTENS DRIVE, WINYATES**

Advertising banner for events at Arrow Valley Countryside Centre, Battens Drive, Winyates

Applicant: Redditch Borough Council

(This application, which would normally have been dealt with under Officer Delegated Powers, was exceptionally considered by the Committee in view of the fact that it was a Redditch Borough Council application.)

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the amendment of Condition 1 as detailed below and the following additional conditions and informative:**

- “1. The advert hereby permitted shall cease to be displayed and the land cleared of the supporting structure within a year of the date of this consent unless otherwise agreed in writing with the Local Planning Authority.**

**Reason: A trial period was considered necessary to test for durability and impact on safety in accordance with Policies S1 and BBE13 of the Borough of Redditch Local Plan No.3.**

- 7. Prior to the display of the advert hereby permitted, details of the colour and finish of the materials to be used for the supporting structure shall be submitted to and approved in writing by the Local Planning Authority. These materials to be used when implementing this permission unless otherwise agreed in writing with the Local Planning Authority.**

**Reason: In the interests of visual amenity and in accordance with Policies BBE13 and BBE18 of the Borough of Redditch Local Plan No.3.”**

# Planning Committee

21 April 2009

---

**105. PLANNING APPLICATION 2009/050/ADV - SLIP ROAD ONTO THE SAINSBURY ISLAND FROM MILLRACE ROAD, RIVERSIDE**

Advertising Banner for events at Forge Mill Museum,  
Needle Mill Lane, Redditch  
Applicant: Redditch Borough Council

(This application, which would normally have been dealt with under Officer Delegated Powers, was exceptionally considered by the Committee in view of the fact that it was a Redditch Borough Council application.)

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED subject to the amendment of Condition 1 as detailed below and the following additional conditions and informative:**

- “1. The advert hereby permitted shall cease to be displayed and the land cleared of the supporting structure within a year of the date of this consent unless otherwise agreed in writing with the Local Planning Authority.**

**Reason: A trial period to test for durability and impact on safety in accordance with Policies S1 and BBE13 of the Borough of Redditch Local Plan No.3.**

- 7, Prior to the display of the advert hereby permitted, details of the colour and finish of the materials to be used for the supporting structure be submitted to and approved in writing by the Local Planning Authority. These materials to be used when implementing this permission unless otherwise agreed in writing with the Local Planning Authority.**

**Reason: In the interests of visual amenity and in accordance with Policies BBE13 and BBE18 of the Borough of Redditch Local Plan No.3.**

Informative:

Members of the Planning Committee are keen to ensure that events are not advertised too far in advance, or left up too long following the date of the event, in the interests of good publicity.”

**106. ADOPTION OF OPEN SPACE - VARIATION OF SECTION 106 AGREEMENT**

The Committee received information relating to a variation to the Section 106 Agreement associated with the adoption of open space at Avenue Road, Astwood Bank which was required in order to define the areas of land to be transferred to the Council.

The report cross referenced to details approved under Planning Application 98/472 and was therefore appropriate business for the Planning Committee.

**RESOLVED that**

- 1) the variation to the Section 106 Agreement, dated 20 October 1999 and made between 1) The Council of the Borough of Redditch and 2) JS Bloor Tamworth Limited regarding the areas of land to be adopted, as detailed in the plan displayed at the meeting, be agreed; and**
- 2) authority be delegated to the Head of Legal, Democratic and Property Services to agree any other minor variations that may be deemed necessary prior to formal adoption of the land in question.**

**107. ENFORCEMENT OF PLANNING CONTROL**

The Committee considered one contravention of planning law, as detailed in minute 109 below.

(This item was considered after the Exclusion of the Press and Public in view of the fact that the report contained confidential information relating to individuals and their identities and information relating to alleged breaches of Planning Control, disclosure of which was not considered to be in the public's best interest.)

**108. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public, with the exception of the Vice-Chair of the Standards Committee, be excluded from the meeting for the following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 7 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Minute 109 – Enforcement Report 2009/031/ENF**

**109. ENFORCEMENT REPORT 2009/031/ENF - HITHER GREEN LANE, ABBEY PARK**

Development not in accordance with the approved plan and erection of a side fence  
Hither Green Lane, Abbey Park, Redditch

**RESOLVED that**

- 1) with regard to the conservatory, porch and shed, as detailed in the report, no formal action be taken at the present time; and**
- 2) in relation to a breach of planning control, namely the erection of a fence over one metre in height adjacent to a highway, authority be delegated to the Head of Legal, Democratic & Property Services, in consultation with the Acting Head of Planning & Building Control, to take enforcement action by way of:**
  - a) the service of an enforcement notice; and**
  - b) the institution of legal proceedings in the event of non-compliance with such notice.**

(In view of the fact that the report contained confidential information relating to individuals and their identities and information relating to alleged breaches of Planning Control, disclosure of which was not considered to be in the public's best interest, this matter was considered after the exclusion of the press and public. There is nothing exempt, however, in this record of the proceedings.)

The Meeting commenced at 7.00 pm  
and closed at 7.49 pm

.....  
CHAIR





# Planning Committee

19 May 2009

## Minutes

### Present:

Councillor Michael Chalk (Chair), Councillor Kath Banks (Vice-Chair) and Councillors J Field, W Hartnett, N Hicks and R King

### Also Present:

M Collins (Vice-Chair – Standards Committee)

### Officers:

R Bamford, S Edden, A Hussain, A Rutt and S Skinner

### Committee Services Officer:

J Smyth

#### 1. APOLOGIES

Apologies for absence were received on behalf of Councillors Enderby, Hunt and Smith.

#### 2. DECLARATIONS OF INTEREST

Councillor Hartnett declared a personal but not prejudicial interest in Planning Application 2009/064/COU (Change of Use from Dental Surgery (D1) to Hairdressing Salon (A1), Unit 15 Winyates Centre, Winyates), as detailed at Minute 8 below.

#### 3. APPLICATIONS FOR PLANNING PERMISSION

The Committee considered and determined six Planning Applications as detailed in the subsequent minutes below.

Officers tabled an update report detailing any late responses to consultation, changed recommendations, further conditions and any additional Officer comments in relation to each application. This report was further updated orally at the meeting as appropriate to each application.

.....  
Chair

# Planning Committee

Public speaking was permitted, in accordance with the Council's agreed procedures, in relation to two of the applications being considered.

**4. PLANNING APPLICATION 2009/037/FUL - LAND AT COMPAIR, CLAYBROOK DRIVE, MATCHBOROUGH**

Single storey Class B2 manufacturing facility and ancillary offices together with associated additional car parking area.  
Applicant: Gardner Denver Limited

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the report and the following additional Condition:**

**“9. Prior to the commencement of development, details of cycle parking provision shall be submitted to and agreed in writing by the Local Planning Authority. The details agreed shall be implemented on site prior to the occupation and use of the building hereby permitted, unless otherwise agreed in writing by the Local Planning Authority.**

**Reason: In the interests of sustainability and in accordance with Policy C(T).6. of the Borough of Redditch Local Plan No.3.“**

(Not wishing to impose a specific condition, Members requested that Officers encourage the Applicant to provide outdoor furniture (seating / tables) as part of their soft landscape proposals for their open space feature to promote outdoor activities, as recommended in Policy E(EMP).2 (Design of Employment Development) of the Borough of Redditch Local Plan No.3.) )

**5. PLANNING APPLICATION 2009/038/FUL - UNIT 49D PIPERS ROAD, PARK FARM**

Demolition of existing single storey offices, extension to and re-cladding of existing building for B2 and B8 use, new B1 office extension, erection of new perimeter fencing together with associated additional car parking area  
Applicant: A E Oscroft and Sons Limited

Mrs Pemberton, an objector, addressed the Committee under the Council's public speaking rules.



**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the report.**

**6. PLANNING APPLICATION 2009/054/FUL - 2 BROTHERTON AVENUE, WEBHEATH**

Proposed extension to side of bungalow to form garage and utility room  
Applicant: Mr C R Forrester

(This application, which would normally have been dealt with under Officer Delegated Powers, was exceptionally considered by the Committee in view of the fact that the Applicant was closely related to a member of Council staff.)

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the report.**

**7. PLANNING APPLICATION 2009/059/FUL - 82 HITHER GREEN LANE, BORDESLEY**

First floor side extension to form bathroom  
Applicant: Mr R Evans

Mr Evans, the Applicant, addressed the Committee under the Council's public speaking rules.

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions summarised in the report.**

**8. PLANNING APPLICATION 2009/064/COU - UNIT 15 WINYATES CENTRE, WINYATES**

Change of use from Dental Surgery (D1) to Hairdressing Salon (A1)  
Applicant: Mr G Arundel – "Scissors"

(This application, which would normally have been dealt with under Officer Delegated Powers, was exceptionally considered by the

Committee in view of the fact that it was a Redditch Borough Council application.)

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions summarised in the report.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillor Hartnett declared a minor personal but not prejudicial interest in view of the fact that he had occasionally visited the Applicant's current Hairdressing premises as a client.)

**9. PLANNING APPLICATION 2009/066/OU - THE KINGS ARMS PUBLIC HOUSE, 2 BEOLEY ROAD WEST, ST GEORGES**

Resubmission of Planning Application Reference 2008/295/COU  
Change of use of part car park to a new enclosed grassed  
Beer garden including decking and fencing with extensions  
and alterations  
Applicant: Punch Taverns

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the report.**

**10. INFORMATION REPORT**

Planning Application 2008/188/COU – 5 Fernwood Close, Winyates  
Change of use of open space to garden area and  
retention of decking within the open space

The Committee received a report relating to the outcome of an appeal against a retrospective Planning Application in respect of a change of use of open space to garden area and retention of decking within the open space.

Members noted that the appeal against the Planning Committee's decision to refuse the Application, had been DISMISSED by the Planning Inspectorate.

**RESOLVED that**

**the item of information be noted.**

**11. ENFORCEMENT OF PLANNING CONTROL**

The Committee considered two contraventions of planning law, as detailed in the subsequent minutes below.

(The second of these reports was considered after the exclusion of the press and public in view of the fact that the report contained confidential information relating to individuals and their identities, legal professional privilege and information relating to alleged breaches of Planning Control, disclosure of which was not considered to be in the public's best interest.)

**12. ENFORCEMENT REPORT:2008/183/ENF TO 2008/188/ENF AND 2009/088/ENF TO 2009/090/ENF - ETTINGLEY CLOSE / FERNWOOD CLOSE, WIRE HILL**

Enclosure of various plots of land and their incorporation into curtilage of garden areas.

The Committee considered a report which detailed an enforcement matter relating to a number of properties, whose owners had included a buffer strip of land, designated as primarily open space, into the curtilages of their gardens without the knowledge or approval of the Council's Planning Committee.

Members noted that, although the report specifically referred to a number of cases where the need for Enforcement action had already been recognised, the action proposed below was not site specific and would be relevant in all cases where any such breach occurred.

**RESOLVED that**

**in relation to breaches of Planning Control, namely, the making of a material change of use of land from public open space to curtilage of garden, authority be delegated to the Head of Legal, Democratic & Property Services, in consultation with the Acting Head of Planning and Building Control, to take enforcement action by way of:**

- a) **the issuing of Planning Contravention Notices to establish ownership of various plots of land, names of interested persons and dates works were carried out;**
- b) **the service of Enforcement Notices alleging material changes of use of that land, if required; and**
- c) **the institution of legal proceedings in the event of non-compliance with such Notices.**

# Planning Committee

## 13. EXCLUSION OF THE PUBLIC

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public, with the exception of the Vice-Chair of the Standards Committee, be excluded from the meeting for the following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 5 and 7 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Minute 14 – Enforcement Report 2009/031/ENF**

## 14. ENFORCEMENT REPORT 2009/038/ENF - ASTWOOD LANE, ASTWOOD BANK

Non-compliance with conditions attached to a grant of Planning Approval permitting a change of use to light industrial and storage

**RESOLVED that**

**in relation to a breach of planning control, namely, the non-compliance with conditions attached to a grant of planning permission, authority be delegated to the Head of Legal, Democratic & Property Services, in consultation with the Acting Head of Planning and Building Control, to take enforcement action by way of:**

- a) the service of an Enforcement Notice alleging a breach of conditions; and**
- b) the institution of legal proceedings in the event of non-compliance with such Notice.**

(In view of the fact that the report contained confidential information relating to individuals and their identities, legal professional privilege and information relating to alleged breaches of Planning Control, disclosure of which was not considered to be in the public's best interest, this matter was considered after the exclusion of the press and public. There is nothing exempt, however, in this record of the proceedings.)

The Meeting commenced at 7.00 pm  
and closed at 8.25 pm

.....  
CHAIR