

additional papers 2

# Council

Mon 27 Jul  
2009  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

## **Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH**

**Tel: (01527) 64252 Fax: (01527) 65216**

**e.mail: [committee@redditchbc.gov.uk](mailto:committee@redditchbc.gov.uk)**

**Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

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

**The emergency Assembly Area is on the Ringway Car Park.**

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

**and**

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

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

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

## AGENDA

### Membership

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

### 7. Executive Committee (Pages 1 – 6) Chief Executive

B. To receive the Decision Notice and consider the recommendations and/or referrals from the following meetings of the Executive Committee (Decision Notice attached);

22 July 2009

Matters requiring the Council's consideration include:

- Council Flat Communal Cleaning Review;
- Constitution – Adoption of New Executive Arrangements;
- Off Street Car Parking Policy;
- Medium Term Financial Strategy and Plan 2010/11 to 2012/13;
- Sustainable Communities Act 2007 – Implications; and
- Arrow Valley Countryside Centre – Review of External Support.





## Executive Committee

22 July 2009

### Notice of Decisions

#### Present:

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

#### Also Present

Councillor P Mould (Chair – Overview & Scrutiny Committee)  
M Collins (Vice Chair – Standards Committee)

#### Officers:

B Ashby, L Bellaby, K Dicks, C Flanagan, S Hanley, T Kristunas, A Marklew, S Mullins, C Hemming, G Revans, H Saunders, Jackie Smith and L Tompkin

#### Committee Services Officer:

D Sunman

#### 1. APOLOGIES

An apology for absence was received from Councillor Brunner.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. LEADER'S ANNOUNCEMENTS

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

Item 13 – Arrow Valley Countryside Centre – Review – External Support.

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Chair

# **Executive Committee**

22 July 2009

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**4. MINUTES**

**RESOLVED that**

**the minutes of the meeting of the Committee held on 1 July 2009 be confirmed as a correct record and signed by the Chair.**

**5. COUNCIL FLAT COMMUNAL CLEANING REVIEW - FINAL REPORT**

**RESOLVED that**

- 1) the Council undertake statutory consultation procedures with secure tenants and consultation with leaseholders to establish if support exists for the introduction of a service charge to cover cleaning arrangements in communal areas in Council flats. Consultation to include sheltered housing complexes;**
- 2) a further report be prepared to Executive Committee regarding the feasibility of introducing a service charge for cleaning in communal areas when consultation with residents has been completed;**
- 3) a revenue bid be submitted to enable the flooring in Three Storey flats in Batchley be stripped, cleaned and sealed to bring it up to a suitable standard;**
- 4) lighting occupancy sensors be trialled in one block of the Three Storey flats in Batchley to monitor the impact and benefit of this system to residents when entering and leaving the communal areas funded from the current cleaning budget;**
- 5) a trial use of wall mounted air fresheners be undertaken in one of the communal stairwells funding from the current cleaning budget;**
- 6) correct no smoking signs be installed in all communal areas where none are currently situated; and**
- 7) use of graffiti wipes by cleaners be included in the Council's future cleaning contracts.**

(Officers to provide an estimated service charge for cleaning communal areas to be used when consulting residents.)



**6. CONSTITUTION - ADOPTION OF NEW EXECUTIVE ARRANGEMENTS**

**RESOLVED that**

**the report be deferred to a future meeting of the Committee together with an additional report regarding the introduction of four yearly election cycle.**

**7. OFF-STREET CAR PARKING POLICY**

**RECOMMENDED that**

- 1) the Council adopt a policy of charging for off-street parking in its car parks at the Town Hall and Trescott Road, as shown in Appendix 2 to the report, on the days, times and terms set out in the report in accordance with the draft Order contained within Appendix 1 of the report:**
- 2) authority be delegated to the Director of Housing, Leisure and Customer Services and the Head of Legal, Democratic and Property Services to take all the necessary steps to publish, consult upon, make and implement an Off Street Parking Order in terms similar to the draft "Redditch Borough Council (Off Street Parking Places) Order 2009" ("the Order2), attached at Appendix 1 of the report; and**

**subject to the necessary Order being made**

- 3) authority be delegated to the Director of Housing, Leisure and Customer Services to issue any passes or season tickets in accordance with the Order; and**
- 4) authority be delegated to the Director of Housing, Leisure and Customer Services to suspend the operation of the Order in relation to the Town Hall car park for such days and times as may be appropriate to enable use of the Town Hall car park by Civic Suite hirers; and**
- 5) the car parking charges, as set out in the draft Order, be added to the Council's Schedule of Fees and Charges.**

**8. CORPORATE IDENTITY - REVISIONS**

**RESOLVED that**

**the Council's revised Corporate Identity, as detailed in the guidelines and the summary of the guidelines, attached as Appendix 1 and Appendix 2 of the report respectively, be formally adopted and implemented across the Council.**

(Officers to investigate the cost implications of a change of logo.)

**9. MEDIUM TERM FINANCIAL STRATEGY AND PLAN 2010/11 TO 2012/13**

**RECOMMENDED that**

**the Medium Term Financial Strategy and Plan, as set out in Appendix A to the report, be approved.**

**10. SUSTAINABLE COMMUNITIES ACT 2007 - IMPLICATIONS**

**RESOLVED that**

**1) the powers for Councils and communities contained within the Sustainable Communities Act 2007 be noted;**

**and RECOMMENDED that**

**2) the Council adopt a light touch approach to the legislation and associated process, with a report to the Committee following publication of further guidance to review the findings of the initial round of proposals and decisions.**

**11. DUTY TO INVOLVE - IMPLICATIONS**

**RESOLVED that**

**1) the requirements of the Duty to Involve be noted:**

**2) a self assessment be conducted in order to establish areas of compliance, analyse gaps and identify actions required in order to meet the Duty to Involve; and**

**3) a Communications and Engagement Strategy be developed, taking into account the findings from the gap analysis.**

**12. ENVIRONMENTAL SERVICES - FORESTRY MANAGEMENT**

**RESOLVED that**

- 1) the current five year programme of works be remodelled into a two year rolling programme;**
- 2) the existing arrangement with the external forestry consultant be continued until 31 March 2010. Officers will appoint a suitable consultant via the Council's procurement procedures with effect from 1 April 2010 for a period of four years with the option to extend the contract for one additional year;**
- 3) the works be let on a bi-annual basis based on competitive quotations and subject to availability and satisfactory performance by the contractors; and**
- 4) proposals for works to improve the aging footpath network within the woodland areas and any consequential capital bids be brought to the Committee in due course, including the identification of any potential external sources for funding of new or improved footpaths.**

**13. ARROW VALLEY COUNTRYSIDE CENTRE - REVIEW - EXTERNAL SUPPORT**

**RECOMMENDED that**

- 1) up to the sum of £10,000 be approved from General Fund balances to commission the work; and subject to which**

**RESOLVED that**

- 2) Officers commission an external consultant to support the review of the future management of the Arrow Valley Countryside Centre and its local environment.**
- 3) the consultant's final report be subject to pre-scrutiny prior to presentation to the Executive Committee.**

# Executive Committee

22 July 2009

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**14. OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 17 June 2009 be received and noted subject to Paragraph 20, Recommendation 1 be amended to read:**

*“the policies and procedures regarding watercourse dredging maintenance, drainage and landscape maintenance and drainage enforcement **be considered for approval** by the Executive Committee at its meeting on 12 August 2009.”*

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

There were no minutes or referrals under this item.

**16. ADVISORY PANELS - UPDATE REPORT**

**RESOLVED that**

**The report be noted.**

**17. ACTION MONITORING**

It was noted the lack of a report on staff vacancies at the meeting.

(Officers to present reports on Staff Vacancy and Sickness Absence to the next meeting of the Committee.)

The Meeting commenced at 7.00 pm  
and closed at 10.10 pm