

minute book 1

Council

Monday 10th June
2013
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk



Council

20th May 2013

MINUTES

Present:

Councillor Alan Mason (Mayor), Councillor Wanda King (Deputy Mayor) and Councillors Joe Baker, Roger Bennett, Rebecca Blake, Michael Braley, Andrew Brazier, Juliet Brunner, David Bush, Michael Chalk, Simon Chalk, Greg Chance, Brandon Clayton, John Fisher, Andrew Fry, Carole Gandy, Adam Griffin, Bill Hartnett, Pattie Hill, Roger Hill, Gay Hopkins, Phil Mould, Brenda Quinney, Mark Shurmer, Yvonne Smith, Luke Stephens, Debbie Taylor, Derek Taylor and Pat Witherspoon

Also Present:

Corporal Joshua Fell and Corporal Ashley Woodfield.

Officers:

J Bayley, A Darroch, Chief Executive, C Felton, C Flanagan, S Hanley and J Pickering, J Smyth and S Tasker

Committee Services Officer:

I Westmore

1. WELCOME

The Mayor opened the meeting and welcomed all present.

2. APOLOGIES

There were no apologies for absence.

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 both memorable and special, involving his attendance at numerous events amongst the most memorable of which included attending a

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MAYOR, in the Chair

lunch with the Queen. He added that the position of Mayor was above politics and had an importance in promoting the town and raising money for local and national charities.

The Mayor gave his sincere thanks to his wife and consort, Nina, to the Mayor's Cadets who had supported him throughout the year and also to his Personal Assistants for the help they had given during his period of office. The Mayor also thanked his Deputy Mayor, Councillor Wanda King, for standing in at engagements that he was unable to attend.

b) Award for Outstanding Service to the Community

The Mayor's Annual Award for outstanding contribution to the community which had been instituted in 2010 was awarded to Mrs Annette Crompton in recognition of the work she had undertaken at the Batchley Community Centre Cafe.

c) Mayoral Charities

The Mayor informed the Council that a sum of £2,388.86 had been raised throughout the year for his charities, the Worcestershire Wildlife Trust and Child Alert UK and cheques for £1911.09 and £477.77 respectively were to be posted to both organisations.

5. ELECTION OF MAYOR FOR 2013-14

Councillor Wanda King was elected Mayor of the Borough for the forthcoming year, following which she made the statutory declaration of Acceptance of Office and was then invested with the Chain of Office by the outgoing Mayor, Councillor Alan Mason. Councillor King thanked the outgoing Mayor and, on behalf of the Council, expressed gratitude for the work he had carried out as an ambassador for the town.

Councillor King informed the Council that she was privileged to be taking on the role of Mayor and undertook to do her best to serve the community throughout the coming year. The Mayor announced that her charities for the year would be Redditch Special Olympics, Myeloma UK and the Primrose Hospice, noting that the latter two were close to the hearts of both her and her children and she dedicated her support to these charities over the coming year to the memory of her late husband, Robin.

The Mayor was pleased to be able to announce that the Army Cadets would be supporting her during her mayoral year and presented cadet badges to Corporal Joshua Fell of Redditch Troop and Corporal Ashley Woodfield of Church Hill Troop.

RESOLVED that

- 1) **Councillor Wanda King be, and hereby is, elected Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council; and**
- 2) **the Council formally express, and record, its gratitude to Councillor Alan Mason for his excellent service to the town over the last 12 months as Mayor.**

6. ELECTION OF DEPUTY MAYOR

Councillor Pat Witherspoon was elected Deputy Mayor of the Borough of Redditch for the forthcoming year, following which she made the statutory declaration of Acceptance of Office and was then invested with the Deputy Mayor's Badge of Office by the Mayor, Councillor Wanda King.

RESOLVED that

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

7. ANNOUNCEMENTS

a) Mayor

The Mayor's communications and announcements were as follows:

i) Announcements

The Mayor began by expressing her appreciation to Councillor Pat Witherspoon who would be supporting her during her Mayoral Year as her Deputy Mayor.

ii) Forthcoming engagements

The Council was advised of several forthcoming engagements, including Astwood Bank Carnival, Britain in Bloom and the Scarecrow Day and Competition at Forge Mill Museum.

b) Leader

The Leader had no announcements.

c) Chief Executive

The Chief Executive informed the Council that Councillor Carole Gandy was stepping down after many years as

Leader of the Conservative Group on the Council. He thanked her on behalf of Senior Management for the way she had conducted herself as Leader of both the Council and her Group. For her part, Councillor Gandy thanked her Group and Officers for their support and commented that the Leaders of the Labour Group to whom she been in opposition had all treated her with the utmost respect. The Leader of the Council, Councillor Bill Hartnett noted that Councillor Gandy had been a significant figure in the life of the town for many years and had always had the best interests of the town at heart. He presented Councillor Gandy with a bouquet of flowers on behalf of the Council.

8. MINUTES**RESOLVED that**

the minutes of the meeting of the Council held on 25th March 2013 be approved as a correct record and signed by the Mayor.

9. LEADER'S APPOINTMENTS

The Leader announced his appointments as set out in the detailed nominations paper tabled at the meeting.

RESOLVED that

the appointment by the Leader of the Deputy Leader, of Members to the Executive Committee and to the individual Portfolios as detailed in Appendix A attached to these Minutes be noted.

10. APPOINTMENT OF COMMITTEES, PANELS ETC. AND THEIR CHAIRS AND VICE-CHAIRS**RESOLVED that**

- 1) the Political balance of the Committees of the Council be agreed as set out in paragraph 3.6 of the report submitted;**
- 2) the arrangement where the seats on the Overview and Scrutiny Committee are not allocated in accordance with the political balance requirements be continued;**
- 3) the arrangement where the seats on the Crime and Disorder Scrutiny Panel are not allocated in accordance with the political balance requirements be continued;**

- 4) appointments by political group leaders to the places on each Committee etc. as detailed in Appendix B attached to these Minutes be noted; and
- 5) appointments to Working Groups and other bodies listed in Appendix B be agreed.

11. OUTSIDE BODIES

RESOLVED that

- 1) appointments by political group leaders to the places on each of the Outside Bodies as detailed in Appendix C attached to these Minutes be noted; and
- 2) appointments to other bodies continue until the first ordinary meeting of the Council.

12. CONSTITUTION - ANNUAL REVIEW

It was reported that the annual review of the Constitution would be considered at the next ordinary meeting of the Council.

RESOLVED that

the current Constitution be reconfirmed until the next ordinary meeting of the Council.

13. URGENT BUSINESS - RECORD OF DECISIONS

The Council discussed the decision that had been taken under its urgency procedures in respect of the budget for the Police and Crime Panel. Members were reassured that this decision did not require any expenditure on behalf of this or other neighbouring authorities.

RESOLVED that

the decision be noted.

14. URGENT BUSINESS - GENERAL

There were no additional items of urgent business.

The Meeting commenced at 7.00 pm
and closed at 7.36 pm

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MAYOR, in the Chair

**Annual Meeting
of the Council****APPENDIX A**20th May 2013**Appointments by the Leader, to Committees, Sub-Committees etc. and to Outside Bodies****Nominations by the Leader**

Committee / Sub-Committee etc.	Size (Members)	Labour	Conservative	Other
Executive Committee	9	7 Members Cllr Bill Hartnett (Leader) Cllr Greg Chance (Deputy Leader) Cllr Rebecca Blake Cllr John Fisher Cllr Phil Mould Cllr Mark Shurmer Cllr Debbie Taylor	2 Members nominated by the Opposition Cllr Juliet Brunner Cllr Brandon Clayton	

Portfolio Holder for Community Leadership & Partnership including Voluntary Sector and *Health services* – Cllr Bill Hartnett (Shadow – Cllr Juliet Brunner)

Portfolio Holder for Community Safety & Regulatory Services – Cllr Rebecca Blake (Shadow – Cllr Roger Hill)

Crime and Disorder, Safer Communities, Licensing impacts*, Planning against emergencies.

Portfolio Holder for Corporate Management – Cllr John Fisher (Shadow – Cllr Derek Taylor)

Internal systems, support services: Administration, audit, finance, human resources, IT conduct of Council, Committee business, *Local Democracy* and Licensing process*.

**Annual Meeting
of the Council**

APPENDIX A

20th May 2013

Portfolio Holder for Housing – Cllr Mark Shurmer (Shadow – Cllr Brandon Clayton)
Housing services.

Portfolio Holder for Local Environment – Cllr Debbie Taylor (Shadow – Cllr Gay Hopkins)
Better environment, cleansing and waste management, climate change, landscape *including tree, woodland and grounds maintenance and bereavement services.*

Portfolio Holder for Leisure and Tourism – Cllr Phil Mould (Shadow – Cllr David Bush)
Culture and Recreation, *including management of facilities including sports centre, theatres and community centres, parks and open spaces strategy including allotments, playing pitches and play areas, sports, arts and physical activity development;* community training, education, learning and skills, children, corporate parenting, youth, Surestart.

Portfolio Holder for Planning, Regeneration, Economic Development & Transport and Deputy Leader – Cllr Greg Chance (Shadow – Cllr Michael Chalk)
Planning and land use, economic development, public transport.

Items revised since 2012 are shown in italics.

**Annual Meeting
of the Council****APPENDIX B**20th May 2013**Appointments to Committees, Sub-Committees etc.**

Committee / Sub-Committee etc.	Size (Members)	Labour	Conservative	Other
Overview and Scrutiny Committee	9	4 Members Cllr Andrew Fry Cllr Alan Mason Cllr Yvonne Smith Cllr Pat Witherspoon	5 Members Cllr David Bush (Chair) Cllr Gay Hopkins (Vice Chair) Cllr Andrew Brazier Cllr Simon Chalk Cllr Carole Gandy	
Crime and Disorder Scrutiny Panel	5	2 Members Cllr Andrew Fry Cllr Pattie Hill	3 Members Cllr Andrew Brazier (Chair) Cllr Adam Griffin Cllr Roger Hill	
Audit and Governance Committee	7	4 Members Cllr John Fisher (Fraud Lead) Cllr Mark Shurmer Cllr Yvonne Smith (Risk Lead) Cllr Pat Witherspoon	3 Members Cllr Derek Taylor (Chair) Cllr Roger Bennett Cllr Roger Hill (Vice Chair)	
Employment Appeals Committee	5	3 Members Cllr Greg Chance (Chair) Cllr Pat Witherspoon (Vice-Chair) Cllr Pattie Hill	2 Members (any 2 from Cllrs Juliet Brunner, Brandon Clayton, Carole Gandy, Roger Hill, Gay Hopkins)	

**Annual Meeting
of the Council****APPENDIX B**20th May 2013

Committee / Sub- Committee etc.	Size (Members)	Labour	Conservative	Other
Corporate Health and Safety Committee	1	1 Member Cllr Yvonne Smith		
Licensing Committee	11	6 Members Cllr Phil Mould (Chair) Cllr Alan Mason (Vice- Chair) Cllr Joe Baker Cllr Andrew Fry Cllr Pattie Hill Cllr Wanda King	4 Members Cllr Roger Bennett Cllr Michael Chalk Cllr Gay Hopkins Cllr Brenda Quinney	1 Member Cllr Michael Braley (place given up by Opposition)
Licensing Sub- Committee A	3 Terms of reference require Panels to be made up of 3 Members to be selected from the Licensing Committee	From: Cllr Phil Mould (Chair) Cllr Alan Mason (Vice- Chair) Cllr Joe Baker Cllr Andrew Fry Cllr Pattie Hill Cllr Wanda King	From: Cllr Roger Bennett Cllr Michael Chalk Cllr Gay Hopkins Cllr Brenda Quinney	From: Cllr Michael Braley (place given up by Opposition)
Licensing Sub- Committee B	5	3 Members Cllr Phil Mould (Chair) Cllr Alan Mason (Vice- Chair) Cllr Pattie Hill	2 Members Cllr Roger Hill Cllr Gay Hopkins	

**Annual Meeting
of the Council****APPENDIX B**20th May 2013

Committee / Sub- Committee etc.	Size (Members)	Labour	Conservative	Other
Planning Committee	9	5 Members Cllr Andrew Fry (Chair) Cllr Alan Mason (Vice- Chair) Cllr Joe Baker Cllr Wanda King Cllr Yvonne Smith	4 Members Cllr Roger Bennett Cllr Michael Chalk Cllr Roger Hill Cllr Brenda Quinney	
Standards Committee	9	5 Members Cllr Pat Witherspoon (Chair) Cllr Joe Baker Cllr Andrew Fry Cllr Phil Mould Cllr Luke Stephens	3 Members Cllr Michael Chalk Cllr Brenda Quinney Cllr Derek Taylor	1 Member Cllr Michael Braley (Vice Chair)(place given up by Opposition)
Shared Services Board	4	3 Members Cllr Bill Hartnett Cllr Greg Chance Cllr Debbie Taylor (Cllr Phil Mould and Cllr Mark Shurmer – substitutes)	1 Member Cllr Juliet Brunner	

**Annual Meeting
of the Council****APPENDIX B**20th May 2013

Committee / Sub- Committee etc.	Size (Members)	Labour	Conservative	Other
Members' Support Steering Group	5	3 Members Cllr John Fisher (Chair) Cllr Greg Chance Cllr Phil Mould (Vice-Chair)	2 Members Cllr Roger Bennett Cllr Andrew Brazier	
Worcestershire Shared Services Joint Committee	2 (+ 2 subs)	1 Member Cllr John Fisher (Cllr Phil Mould – Substitute)	1 Member Cllr Brandon Clayton (Cllr - Gay Hopkins - Substitute)	
Climate Change Advisory Panel	5	3 Members Cllr Debbie Taylor (Chair) Cllr Andrew Fry (Vice-Chair) Cllr Yvonne Smith	2 Members Cllr Simon Chalk Cllr Gay Hopkins	
Economic Advisory Panel	5	3 Members Cllr Greg Chance (Chair) Cllr Rebecca Blake (Vice- Chair) Cllr Bill Hartnett	2 Members Cllr David Bush Cllr Michael Chalk	
Housing Advisory Panel	5	3 Members Cllr Mark Shurmer (Chair) Cllr Pat Witherspoon (Vice-Chair) Cllr Luke Stephens	2 Members Cllr Brandon Clayton Cllr Brenda Quinney	

**Annual Meeting
of the Council****APPENDIX B**20th May 2013

Committee / Sub- Committee etc.	Size (Members)	Labour	Conservative	Other
Planning Advisory Panel	5	3 Members Cllr Greg Chance (Chair) Cllr Bill Hartnett (Vice- Chair) Cllr Debbie Taylor	2 Members Cllr David Bush Cllr Carole Gandy	
Borough Tenants' Forum	3	2 Members Cllr Mark Shurmer Cllr Luke Stephens	1 Member Cllr Brenda Quinney	
Constitutional Review Working Party	5	3 Members Cllr Bill Hartnett (Chair) Cllr Greg Chance (Vice- Chair) Cllr John Fisher	2 Members Cllr Juliet Brunner Cllr Brandon Clayton	
Grants Assessment Panel	5	3 Members Cllr Greg Chance (Vice- Chair) Cllr Mark Shurmer Cllr Yvonne Smith	2 Members Cllr Andrew Brazier Cllr David Bush	
Holocaust Memorial Steering Group	5	3 Members Cllr Bill Hartnett (Chair) Cllr Rebecca Blake Cllr Pat Witherspoon (Vice-Chair)	2 Members Cllr Carole Gandy Cllr Juliet Brunner	

**Annual Meeting
of the Council****APPENDIX B**20th May 2013

Committee / Sub- Committee etc.	Size (Members)	Labour	Conservative	Other
Procurement Steering Group	5	3 Members Cllr Bill Hartnett (Chair) Cllr Greg Chance (Vice- Chair) Cllr John Fisher	2 Members Cllr Juliet Brunner Cllr Brandon Clayton	
Redditch Matters Editorial Panel	3	2 Members Cllr Bill Hartnett (Chair) Cllr Debbie Taylor (Vice- Chair)	1 Member Cllr Simon Chalk	

**Annual Meeting
of the Council****APPENDIX C**20th May 2013**Nominations to Outside Bodies****LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS**

Body	Size (No. of Members)	Nominees
Association of Public Service Excellence (APSE)	1	Cllr John Fisher
LGA General Assembly	1	Cllr Bill Hartnett
LGA – Rural Commission	1	Cllr Michael Chalk
LGA – Urban Commission	1 (plus 1 Officer)	Cllr Greg Chance (Plus John Staniland – Executive Director)
West Mercia Police and Crime Panel	1	Cllr Rebecca Blake
West Midlands Employers	1	Cllr Pat Witherspoon
Assembly of the District Councils' Network	1	Cllr Bill Hartnett

**Annual Meeting
of the Council****APPENDIX C**20th May 2013**PARTNERSHIP APPOINTMENTS**

Body	Size (No. of Members)	Nominees
Corporate Parenting Steering Group	1	Cllr Phil Mould
Health Overview and Scrutiny Committee	1	Cllr Pat Witherspoon
Redditch Highways and Transportation Forum Members' Discussion Group	2	Cllr Roger Bennett Cllr Alan Mason
Worcestershire Customer Strategic Board	1	Cllr John Fisher
Worcestershire Local Access Forum	1	Cllr Alan Mason

**Annual Meeting
of the Council****APPENDIX C**20th May 2013**OTHER / LOCAL BODIES**

Body	Size (No. of Members)	Nominees
Worcestershire Care and Repair Performance Board	1	Cllr Mark Shurmer
Redditch Children's Centres Advisory Board	1	Cllr Pattie Hill
North Worcestershire Community Safety Partnership	1	Cllr Rebecca Blake
Town Centre Partnership	2	Cllr Gay Hopkins Cllr Alan Mason
Waste Management Board	1	Cllr Debbie Taylor
Local Strategic Partnership	3	Cllr Bill Hartnett Cllr Greg Chance (Substitute – Cllr Rebecca Blake) Cllr Juliet Brunner
Greater Birmingham and Solihull LEP	1 (plus 1 substitute)	Cllr R Hollingworth (Substitute – Cllr Bill Hartnett)
Worcestershire partnership – Place Shaping Board	1 (for three northern Districts)	Cllr Phil Mould
Worcestershire Local Transport Board	1 (for three northern Districts plus one substitute)	Cllr John Champion (Substitute – Cllr Phil Mould)
Redditch Co-operative Homes	5	Cllr Adam Griffin Cllr Bill Hartnett Cllr Roger Hill Cllr Pat Witherspoon (One vacancy)



Executive Committee

9th April 2013

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Carole Gandy, Phil Mould, Mark Shurmer, Luke Stephens and Debbie Taylor

Also Present:

Councillors Andrew Brazier and Gay Hopkins

Officers:

J Bayley, J Cochrane, K Dicks, C Flanagan and H Mole

Committee Services Officer:

I Westmore

178. APOLOGIES

There were no apologies for absence.

179. DECLARATIONS OF INTEREST

There were no declarations of interest.

180. LEADER'S ANNOUNCEMENTS

There were no announcements from the Leader.

181. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 12th March 2013 be agreed as a correct record and signed by the Chair.

182. ARTS AND CULTURAL CENTRE TASK GROUP - FINAL REPORT

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Chair

The Committee received a presentation from the Chair of the Arts and Culture Centre Task Group, Councillor Gay Hopkins, to accompany the final report of the Group. Councillor Hopkins explained the background to the review, including the decision to co-opt former Councillor Malcolm Hall, a keen supporter of the arts locally, onto the Task Group.

The meeting was informed that a number of regional arts venues had been visited during the course of the review to experience what could be achieved. The outcome of the consultation with local residents and arts groups was outlined for the Committee, demonstrating widespread theoretical support for an arts venue amongst the public and a rather more lukewarm response from the local arts community who were, for the most part, keen to retain their established local ties and venues. Following on from the consultation, an audit was undertaken of the opportunities for partaking in the arts in the Redditch area and it was apparent that the overwhelming majority of the activities in which consultees wished to indulge were already available through existing provision.

In conclusion, the Group did not feel that there would be enough enthusiasm and business expertise available locally to establish and run an arts centre from a single, dedicated venue. It was clear that the Borough Council had no resources to establish such a Centre and it would require substantial work from a dynamic community group to realise this ambition. The make-up of the current groupings supporting the arts in Redditch was briefly outlined for the benefit of Members. The Group instead considered that promotion of existing arts groups and activities through an Arts Map and Arts Trail could be both achievable and positive.

The Executive Committee commended the Group on the report it had produced and there was a general consensus in favour of the recommendations which had been advanced. The focus on highlighting existing provision and providing access points for information on local arts activities was endorsed. It was considered that bringing together both information about the arts and also members of the arts community itself, without the need for an established central venue, was an achievable and worthwhile objective.

RESOLVED that

the following recommendations should be implemented in the short or medium term:

- 1) the Arts in Redditch Network, and the benefits to be accrued from membership of the network, should be promoted to local arts groups;**

(RECOMMENDATION to the Arts in Redditch Network).

- 2) the Arts in Redditch Network should maintain a list of existing arts groups in Redditch on their new website;

(RECOMMENDATION to the Arts in Redditch Network).

- a) the Council should continue to maintain a link from the local authority's website to the new Arts in Redditch Network website;
- 3) an online Redditch Arts Map, including an arts trail, outlining the location of public art works and venues in the Borough and linked to an icon on the new information kiosks in the town centre, should be introduced;

(RECOMMENDATION to the Arts in Redditch Network and to Choose How You Move, Worcestershire County Council).

- 4) art exhibition space, where local artists can display their work, should be introduced at the Palace Theatre and the Abbey Stadium;
 - a) the Arts in Redditch Network should promote opportunities to display local artists' work;

(RECOMMENDATION to the Arts in Redditch Network).

- 5) the Council should continue to provide support and advice to any community group aiming to introduce a new arts group in the town. In addition:
 - a) action should be taken to increase public awareness of the support and advice provided by the Council to community groups with an interest in the arts;
 - b) any new enquiries should be signposted to the Arts in Redditch Network to facilitate the formation of new arts groups;
 - c) a new logo be created for the arts in Redditch;
- 6) the evidence gathered by Members during the course of the review and the information contained in the Arts and Culture Centre Task Group's final report should be taken into account by Officers when producing the new Redditch Arts Strategy;

the following recommendations should be implemented in the long-term:

- 7) in an ideal world an arts centre would be established in Redditch by a community group. However, in order for this objective to be achieved the community group needs to be aware of and to address the following barriers:
- a) the extent to which local arts groups would make use of an arts centre;
 - b) the financial costs involved in establishing and maintaining an arts centre;
 - c) funding application requirements;
 - d) creating a sustainable business case;
 - e) legal liability and accountability issues;
 - f) availability of volunteers to operate the centre; and
 - g) management arrangements for the centre;

(RECOMMENDATION to the Arts in Redditch Network that this proposal be noted).

- 8) the Council should provide the following support and advice to any community organisation that aims to establish an arts and culture centre in the town:
- a) guidance on how to complete funding applications for grants;
 - b) advice on how to produce a business case; and
 - c) signpost groups to relevant expert contacts for further specialist help; and
- 9) the 'Creative Redditch' artwork should be prioritised for use on the next bus shelter that is installed in Redditch town centre.

183. BECOMING A SYSTEMS THINKING ORGANIZATION

Officers provided the Committee with a presentation on Systems Thinking and how this approach was being adopted to improve services across the authority. It was explained that Systems Thinking was a different approach to improving services to those adopted previously in that it sought to achieve improvement through the removal of waste steps from systems. Members were informed that staff were now embracing these new ways of working as knowledge of the process increased and the initial fear of change

was overcome. Many staff welcomed the increased empowerment with which they were provided and Officers added that steps were actively being pursued to promote similar, dynamic ways of working at the Council's partner organisations.

Members were keen to support the process that was being undertaken, recognising the good work that had been achieved to date and the opportunities for saving money through working smarter and also for sharing our learning with other public sector organisations. It was also recognised that the present developments were achieving improved outcomes over time for local residents and businesses. Officers were clear that the systems thinking approach was a continuing challenge and that further service improvements would be sought over time as new ways of working were rolled out.

RESOLVED that

the following means of involving Members in the Systems Thinking approach be adopted:

- a) **Practical Orientation Sessions of up to a day and half;**
- b) **Interventions – visiting services to see how improvements are planned and implemented;**
- c) **Portfolio Holders – discuss with Head of Services visiting interventions;**
- d) **“Seminars” – updates from interventions / presentations from service teams (2 or 3 a year); and**
- e) **potentially utilising the Shared Services Board to share learning with all Councillors.**

184. OVERVIEW AND SCRUTINY COMMITTEE

The minutes of a recent meeting of the Overview and Scrutiny Committee were received by the Committee.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 5th March 2013 be received and noted.

185. WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

The minutes of the most recent meeting of the Worcestershire Shared Services Joint Committee were received by the Committee.

RESOLVED that

the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 21st February 2013 be received and noted.

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

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

187. ADVISORY PANELS - UPDATE REPORT

A report on the activity of the Committee's Advisory Panels and similar bodies was considered. It was reported that the Economic Advisory Panel was meeting as originally intended on 15th April and the next meeting of the Climate Change Advisory Panel had been rescheduled for 15th May 2013.

RESOLVED that

the report be noted.

188. ACTION MONITORING

The Committee received the latest Action Monitoring report and were informed that the Council's Housing Strategy team were seeking to develop their own protocol for the provision of accommodation for homeless people.

RESOLVED that

the report be noted.

The Meeting commenced at 7.00 pm
and closed at 8.09 pm

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Chair



Audit & Governance Committee

18th March 2013

MINUTES

Present:

Councillor Derek Taylor (Chair), Councillor Roger Hill (Vice-Chair) and Councillors Roger Bennett, John Fisher and Yvonne Smith

Also Present:

Zoe Thomas (Grant Thornton – External Auditors)

Officers:

A Bromage, A De Warr and T Kristunas

Committee Services Officer:

D Parker-Jones

23. RISK MANAGEMENT TRAINING AND CHAIR'S OPENING REMARKS

Immediately prior to the meeting the Head of Finance and Resources provided the members of the Committee with a training session on the Council's Approach to Risk Management.

Following the conclusion of the training session the Chair opened the meeting and set out some general meeting arrangements.

Members were reminded that if they were unable to attend a meeting of the Committee they were required to tender their apologies for absence to the Democratic Services Officer, either via telephone or email, as soon as they became aware of this. This would assist in ensuring that meetings were not inquorate and would help reduce any wasted Officer time in rearranging meetings at a time when resources were stretched and were likely to become more stretched in the future.

The Chair stated that he was happy with Christian names being used at meetings and that addresses through the Chair were not necessary. He requested that any Members wishing to speak raise their hand and Officers would maintain a list of speakers.

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Chair

Audit & Governance

Committee

18th March 2013

He hoped that meetings would last no longer than two hours and that, whilst relying on Members to ensure that they had read through the agenda papers prior to a meeting, a strict timetable would need to be adhered to at meetings as the Committee was only scheduled to meet four times a year and had a substantial amount of business to conduct.

The Chair made reference to the Committee's ongoing Action List which appeared at Agenda Item 4 on the agenda that evening. The areas detailed in the Action List had, where possible, been given a high or low priority as it was not possible to deal with all matters immediately.

24. APOLOGIES

Apologies for absence were received on behalf of Councillors Joe Baker and Alan Mason.

25. DECLARATIONS OF INTEREST

There were no declarations of interest.

26. MINUTES

In relation to the fourth paragraph of Minute No. 16 (Annual Audit Opinion 2011/12) of the 26th September 2012 minutes, and the District Auditor's finding that in relation to Value For Money the Council could not continue to rely on using balances to support expenditure, with considerable savings being necessary over the next 3 years, the Chair requested that this be added to the Committee's Action List for future monitoring of the situation.

Officers responded that they would provide an oral update to the (Audit & Governance) Committee on what had been referred to the Executive Committee under the quarterly budget monitoring reports.

RESOLVED that

the minutes of the meetings of the Committee held on 26th September 2012 and 27th November 2012 were confirmed as correct records and signed by the Chair.

27. AUDIT & GOVERNANCE COMMITTEE - WORK PROGRAMME AND ACTION LIST

Members considered the Committee's Work Programme for the remainder of the 2012/13 Municipal Year and ongoing Action List.

Audit & Governance

Committee

18th March 2013

Action List

The following updates were provided:

(i) Ref 1a-1c – Fraud monitoring & Ref 3a-3d – Risk monitoring

The Chair proposed, and it was agreed, that two members of the Committee be appointed to monitor fraud related issues on behalf of the Committee. This was similar to the two Members who had previously been appointed by the Committee for risk monitoring. The appointed Members would report back to the Committee on a quarterly basis on their monitoring activities and associated findings.

Councillor Roger Hill volunteered for one of the fraud positions and it was agreed, at the request of one of the Labour Councillors present, that a Labour councillor fill the second position. The Labour councillors present agreed to take this matter back to their group and to provide the name of their chosen Councillor for fraud monitoring to the Democratic Services Officer within two weeks following the meeting.

Officers would provide any further fraud and/or risk monitoring updates to each meeting of the Committee. These items would therefore become standing items on the Committee's Work Programme and as such could be removed from the Action List.

(ii) Ref 2 – Response to Department of Communities and Local Government (DCLG) and Audit Commission on lack of supporting evidence relating to housing numbers

In relation to the qualification on the subsidy claim from DCLG, Officers advised that the DCLG had initially expected a detailed survey of the Council's housing stock. However, once Officers had explained the required work in completing this the DCLG had agreed that such a survey was no longer necessary. This item could now be removed from the Action List.

(iii) Ref 4 – Audit Management software

Officers advised that there had been a couple of pilots with the software for this, with roll-out taking place during April/May time and final implementation by June 2013. Further implementation update to be provided at June meeting.

(iv) Ref 7- Update on the Council's debt collection agency contract

Officers updated Members on work which was being undertaken in this regard. This item could now be removed from the Action List.

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Work Programme

The items listed for the 25th April meeting were noted, as was the fact that a full Work Programme for the new 2013/14 Municipal Year would be referred to the April meeting of the Committee.

The Internal Audit – Annual Audit Plan 2013/14 would not be referred to the April meeting as Members would instead be finalising the proposed Plan which appeared later in the agenda that evening.

RESOLVED that

subject to the comments detailed in the preamble above, the Committee Work Programme and Action List be noted and the amendments and updates raised in relation to these be agreed.

28. REVIEW OF RISK MANAGEMENT ARRANGEMENTS

Further to the training provided earlier in the evening which set out the Council's approach to risk management, the Head of Finance and Resources gave a Member presentation on the current risk management position within the Council.

This included the methods of recording and monitoring risks which had been identified within the Council and the appointment of RSM Tenon, an external risk management company who had been engaged to facilitate this work. The key risks identified to date were outlined, together with the next steps to be undertaken in the process.

The Head of Customer Services then gave a presentation on the risk management position in relation to Customer Services, including the key operational risks and exceptional risks that had been identified and the measures and actions in place to reduce, treat or mitigate against those risks.

In relation to future risk reporting, the Committee requested that a report detailing all of the operational risks identified within the Council which were currently considered as high be referred to the April meeting.

RESOLVED that

the presentations be noted and that a report on all of the operational risks identified within the Council which were currently considered as high be referred to the April meeting of the Committee.

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29. BENEFITS INVESTIGATIONS APRIL - SEPTEMBER 2012

The Committee received a report which advised on the performance of the Benefits Services Fraud Investigation Service from 1st April to 30th September 2012.

Officers responded to Members' questions on aspects of the report. In doing so they advised that prosecutions were carried out in conjunction with the Department for Work and Pensions (DWP), with the DWP taking forward any such prosecutions and sometimes opting instead for a caution.

In relation to paragraph 3.16 of the report (Impact on other areas), a Member queried how much of the overpayments highlighted, which totalled in excess of £160,000, had been recovered. Officers agreed to check the position and to report back to the Committee on this at the next meeting.

It was noted that the Welfare Reform Act would have far reaching consequences, with significant changes to both Housing Benefit and Council Tax Benefit due to be introduced. From October 2013 Universal Credit would replace a number of existing benefits. To support these changes the DWP proposed combining the various existing fraud services into a Single Investigation Service (SFIS), which would combine local authority benefit fraud investigation staff with those of the DWP and Revenues and Customs. The Committee noted that it would need to monitor the position as and when significant changes were introduced to see what direct impact these had on the authority.

RESOLVED that

the report be noted and that Officers report back at the next meeting on the recovery level of overpayments.

30. TREASURY MANAGEMENT STRATEGY, PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION POLICY FOR 2013/14

The Committee received the Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision Policy for 2013/14 for scrutiny prior to approval by full Council.

Officers advised that there was a requirement for the authority to agree these annually for the year ahead. Officers reported that the economy had remained fairly similar to 2012/13, with interest rates having seen some change.

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It was noted that the Capital Expenditure figures detailed at paragraph 3.24 of the report contained an error. Officers confirmed that the Approved Programme HRA 2012/13 Estimate amount should have stated 8,657.0 (£'000), as opposed to 6,597.0 (£'000), and that the Total Approved Programme figure stated of 14,544.0 was correct.

RECOMMENDED that

the Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision Policy for 2013/14 be approved.

31. GRANT THORNTON - AUDIT FEE LETTER 2012/13

Members were presented with the Audit Fee letter for 2012/13 from the Council's External Auditors Grant Thornton and asked to approve the level of fee.

It was noted that there was a 40% saving on the previous year's fee as levied by the Audit Commission and that the Council had a legally binding contract with Grant Thornton to provide the External Audit service for at least the next 5 years.

The External Auditor explained some of the reasons for the reduction in the fee, which it was noted had previously included a surcharge payable to the Audit Commission which no longer applied.

RESOLVED that

the Audit Fee for 2012/13 be approved.

32. GRANT THORNTON - CERTIFICATION WORK REPORT 2011/12

Members were presented with the Grant Certification report for 2011/12 from the Council's External Auditors Grant Thornton.

It was noted that there was a 40% saving on the previous year's fee for grant claim work as levied by the Audit Commission, and that the Council had a legally binding contract with Grant Thornton to provide the External Audit service for at least the next 5 years.

The Key Messages detailed in the report were noted.

Certification of the Housing Benefits Claim was the largest piece of work involved and required considerable time on the part of the External Auditors. Council staff had undertaken increased testing in this area on behalf of the External Auditors, which had assisted in reducing the fee. However some problems had been encountered

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in this regard, mostly as a result of conflicting priorities with Council staff. The External Auditors were therefore recommending that the approach to undertaking the audit testing work be reconsidered by Officers if the External Auditors were to rely on the Council's work in this area in 2012/13.

RESOLVED that

the Grant Certification report and Action Plan be noted.

33. INTERNAL AUDIT MONITORING REPORT

Members considered the Internal Audit Monitoring Report as at 31st December 2012.

Officers advised that as the report had been written for what was to have been the January meeting a number of the audits in progress as detailed in the report had since moved on as follows:

Audit	Current status
Debtors	Final Report Stage
Payroll	Draft Report Stage
Arrow Vale Sports Centre	Draft Report Stage
IT Services	Draft Report Stage
Stores Depot & Small Plant	Final Report Stage
Regulatory Services – Licensing Income	Clearance Meeting Stage
Procurement – Contract Compliance	Clearance Meeting Stage

It was reported that approximately 80% of the Audit Plan had been delivered as there had been some staff illness in December.

Members queried whether the Council's car parking machines which were no longer in use were due to be sold. Officers advised that these could be sold however further electrical, plant and tool work was first required before this could happen. Officers would also be speaking with Wychavon District Council, who was now responsible for the Borough's on-street parking, in this regard.

Officers responded to Members' questions on different aspects of the audit processes, audit staff training, the quality standards for audits and what impact transformation was having on those processes.

Regarding the effect of transformation, Internal Audit worked with service areas as a critical friend, looking at their systems and advising where it was felt improvements could be made. Any

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suggestions for improvement could then be considered as part of new processes arising as a consequence of transformation.

Members queried whether, if they so wished, they would be permitted to shadow an audit, which Officers advised they were welcome to do.

In response to a verification issue highlighted at Reference 1 (Exception Reports) of Creditors 2012/13 of the High and Medium priority recommendations at confidential Appendix 4 to the report, Officers advised that this was currently being looked into and would be followed up by Internal Audit as a matter of course.

RESOLVED that

the report be noted.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on Appendix 4 to the report on the grounds that information would be revealed relating to the prevention, investigation or prosecution of crime. However, there is nothing exempt in this record of the proceedings.)

34. DRAFT INTERNAL AUDIT PLAN 2013/14

The Committee received a report on the Provisional Internal Audit Operational Plan for 2013/14 and the key performance indicators for the Worcestershire Internal Audit Shared Service for the same period.

As the report was originally due to have been considered at the meeting in January, which had had to be rescheduled to the meeting that evening, Officers advised that the Operational Plan was no longer provisional and should be taken as the final version for approval.

Officers referred to the Plan at Appendix 1 and the comparisons detailed on planned days for 2013/14 against 2012/13. It was noted that the total overall planned days for 2013/14 remained at 484 chargeable days; the same as for 2012/13.

In relation to the zero days planned for Procurement/Contract Compliance in 2013/14 Officers advised that these areas were now included within individual audits. It was not therefore a case of these not being actioned.

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Officers responded to Members' questions in relation to certain of the planned days' allocations and on the methodology, processes and cycles used for audits. Officers explained how audit days were divided into planning, fieldwork (which covered the majority of days for any audit) and report writing.

If an unexpected issue arose which had not been included in the Audit Plan and any significant risks uncovered as a consequence, the issue would immediately be raised with the relevant service manager and the Internal Audit Service Manager would liaise with the Council's S151 Officer to determine the best way forward in this regard. The Audit Plan would be adapted as appropriate to deal with any such urgent significant risks, which would in turn be reported to the Committee as an exception.

RESOLVED that

the Internal Audit Operation Plan for 2013/14, attached at Appendix 1 to the report, be approved as final, and the key performance indicators for the Worcestershire Internal Audit Shared Service for the same period at Appendix 2 be noted.

The Meeting commenced at 7.00 pm
and closed at 8.41 pm

.....
Chair



Audit & Governance Committee

25th April 2013

MINUTES

Present:

Councillor Roger Hill (Vice-Chair, in the Chair) and Councillors Joe Baker (during Minute No.'s 35 to 39, 40 (part of) and 43 to 46), Roger Bennett, John Fisher (during Minute No's 38 to 49), Alan Mason and Yvonne Smith

Also Present:

Phil Jones and Zoe Thomas (Grant Thornton – External Auditors – for Minute No.'s 35 to 37 and 43 to 46)

Officers:

A Bromage, T Kristunas and J Pickering

Committee Services Officer:

D Parker-Jones

35. APOLOGIES

An apology for absence was received on behalf of Councillor Derek Taylor (Chair).

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. MINUTES

In relation to the second paragraph of Minute No.27 (i) (Action List – Fraud monitoring) of the 18th March 2013 minutes, the Democratic Services Officer advised that, following consultation with the Chair of the Committee and the Leader of the Labour Group, it had been agreed that the name of the Labour Group Member who would have responsibility for fraud monitoring on behalf of the Committee (along with Councillor Roger Hill) would be confirmed at the Annual Meeting of the Council on 20th May 2013, under the Appointment of Committees item.

.....
Chair

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RESOLVED that

the minutes of the meeting of the Committee held on 18th March 2013 were confirmed as a correct record and signed by the Chair.

38. AUDIT & GOVERNANCE COMMITTEE - ACTION LIST AND WORK PROGRAMME

Members considered the Committee's Work Programme for the 2013/14 Municipal Year, which had been circulated as additional papers prior to the meeting, and ongoing Action List.

Action List

Officers provided the following updates:

(i) Ref 1 – National Fraud Initiative

Officers explained the background to the National Fraud Initiative, which provided matches on fraud data. A similar exercise had been undertaken by the Council whereby all single persons had been written to by the authority and had been required to respond confirming whether they still were still eligible for the single person's Council Tax discount. If no reply was received the discount would automatically stop.

The South Worcestershire Councils used the Experian credit reference agency to obtain further information on individuals. Officers were currently in talks with other councils and would look at whether the authority should undertake similar data matching, the take up of which depended on the costs involved.

Action: It was agreed that Officers would provide a further update on their discussions and the current position in this regard at the next meeting.

(ii) Ref 2 – Benefits Investigations April – September 2012

Officers advised that it was difficult to calculate the recovery level of overpayments as there were a number of factors which affected this. Subject to any relevant change in a debtor's circumstances, collections were restricted to a maximum repayment rate of £10.60p per week. This was irrespective of the amount of overpayment and it was not possible to take any additional recovery action over and above this. Overall, approximately 30% of overpayments were recovered each year. However, repayments could take

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a significant length of time to recover in view of the £10.60p maximum weekly restriction. In total approximately 80% of overpayments were recovered from start to finish.

The authority automatically received a subsidy from central government for any overpayments which were not the fault of the Council, i.e. as a result of staff error. Any overpayments which were then recovered by the authority and which had not been due to staff error went towards staffing costs in the recovery process.

Action: It was agreed that this item be removed from the Action List and that details of the recovery level of overpayments be included in future Benefits Investigations reports.

(iii) Ref 3 – Budgetary Control

Officers confirmed that expired bids were now excluded from the following year's budget and that the '4Risk' management system was now managing this as part of the current process.

Action: Remove from Action List.

(iv) Ref 4 – Effectiveness of controls for monies collection and use for stated purposes

Officers advised that they would report back on this at a future date.

Action: Remain on Action List for future Officer reporting.

(v) Ref 5 – Cumulative effect of no Council Tax increases over next 7 years

Officers advised that this would incur a £700,000 loss to the Council.

Action: Remove from Action List.

(vi) Ref 6 – District Auditor's comment for attention of accounting policies for shared services

It was noted that a separate report on this appeared later in the agenda.

Action: Remove from Action List.

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- (vii) Ref 7 – District Auditor’s recommendation regarding timetable for receipt of reports detailing progress with shared services and transformation

It was noted that a separate report on this appeared later in the agenda.

Action: Remove from Action List.

- (viii) Ref 8 – Update on land registry charges

Officers advised that the slight weakness which had previously been identified within the Internal Audit monitoring report had now been addressed and no longer remained an issue. The resulting control which had been put in place by the Council ensured that any charges to be made would be dealt with in a timely manner, with there being no possibility of any charges being overlooked.

Action: Remove from Action List.

- (ix) Ref 9 – Audit Management Software

It was noted that a final update in this regard would be provided at the next meeting of the Committee.

Action: Remain on Action List for reporting at 27th June 2013 meeting.

- (x) Ref 10 – Future monitoring of use of balances to support expenditure

Officers advised that the (standing) Chair of the Committee had highlighted this issue at the last meeting of full Council. The External Auditors had also raised this as a concern. This would be looked at in the future as part of the Council’s financial resilience arrangements and Officers agreed to provide periodic oral updates on this to the Committee.

Action: Remain on Action List for future periodic Officer updates.

Work Programme

The draft Work Programme for the 2013/14 Municipal Year and ongoing, which was circulated as additional papers prior to the meeting, was noted.

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The External Auditors had commented that they were happy with the Work Programme.

The Chair asked Officers to explain the future procedure for Members seeing the draft accounts prior to their being signed off as final.

Officers explained that the S151 Officer was required to sign off the accounts, as draft, by the end of June – for submission to the External Auditors. Members were then required to sign off the final Statement of Accounts (SoA) by the end of September.

Officers had spoken with the (standing) Chair in this regard and it had been agreed that when the draft accounts were submitted to the External Auditors in late June all members of the Committee would also be sent a copy of these. This would provide an opportunity for Members to look at the draft accounts prior to the SoA Member Briefing scheduled for 12th September 2013. The Committee would formally consider and approve the final SoA at its meeting on 26th September 2013. Officers confirmed that they aimed to issue the draft SoA by 28th June.

The Member Briefing, which it was agreed would take place at 7.00pm on 12th September 2013, would allow Officers to update the Committee members on any issues raised by the External Auditors, and would also provide an opportunity for Members to raise any queries they might have on the SoA. Members were advised that they could also contact Officers at any time following receipt of the draft SoA with any questions they might have on this.

RESOLVED that

subject to the comments detailed in the preamble above, the Committee Work Programme and Action List be noted and the amendments and updates raised in relation to these be agreed.

39. OPERATIONAL RISK APRIL 2013 & RISK MONITORING

The Committee received a report on the operational risks which were considered as high. Officers advised that extra activity had taken place since the issue of the report in the agenda papers and an updated report was therefore tabled at the meeting.

The updated report showed that no risks were currently considered high, with 23 of the original high risks having been recategorised as medium residual risks and 4 as low residual risks.

Further information was tabled which advised that there were 40 risks in total emerging from the risk registers with a medium (amber)

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rating. Staff had received training on the 4Risk software to enable any gaps in information to be added and for a risk update to be provided at the end of quarter 1 (June 2013).

The Risk Management Monitoring Group would look more closely at the medium risks. Only those operational risks considered as high would be included in the Corporate Risk Register. Between now and the next meeting of the Committee the risks would be looked at and where Officer actions were listed these would be checked and reported back on at the June meeting.

Officers would liaise with the two members of the Committee charged with overseeing risk monitoring on behalf of the Committee. Additional information would be provided to the Members in relation to the controls in place to reduce, treat or mitigate against identified risks. Officers suggested that the Members concerned might wish to look at a sample of the risks and consider the key issues, and then ask the relevant Officers what specific actions were being taken to address any issues.

RESOLVED that

the report, as updated at the meeting, be noted.

40. BENEFITS INVESTIGATIONS APRIL 2012 - MARCH 2013 & FRAUD MONITORING

The Committee received a report which advised on the performance of the Benefits Services Fraud Investigation Service during 2012/13.

Officers highlighted the key elements of the report. In relation to future plans, Officers advised that it was likely staff would remain in the employ of the Council and work to the Department for Work and Pensions new working practices.

Members queried why the authority was the only authority in the County not to have offered any Administrative Penalties. Officers advised that Administrative Penalties put people further into debt, which often meant that the recovery rate on these was very low. A Member commented that comparisons with other authorities could not be made as there was no supporting background data on which to draw a conclusion.

Members queried whether, in view of the current difficult economical climate, there were any additional measures in place to counteract further possible fraud. Officers responded that press articles which had reported on successful prosecutions had had a positive impact, with people contacting the Council to either report

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possible cases of fraud or to clarify or update the authority on their particular circumstances. Additional Benefits Officers had also been employed to provide front line assistance on benefits matters.

Officers responded to further questions from Members in relation to the government's new spare room subsidy scheme. Most people who had contacted the authority in this regard had advised Officers that they would pay the extra money required, with few people having said that they would need to move home as a consequence. The implications of the Council Tax Reduction Scheme, as highlighted in the report, were also noted.

In relation to the comment contained in the report under the 'Risk Management' heading, one of the Members responsible for risk monitoring queried whether there were sufficient staff numbers to undertake the required counter fraud activity and performance monitoring. Officers highlighted additional Benefits Officers employed to undertake the new welfare work, and stated that whilst some members of staff were currently on maternity leave and there had been some staff illness, the required workload was being managed.

It was queried whether any training on the new benefits system had taken place. Officers confirmed that some sessions had been run in-house and they agreed to forward copies of the training slides for this to Members for information.

RESOLVED that

the report be noted.

41. AUDIT COMMISSION ANNUAL GOVERNANCE REPORT 2011/12 - RESPONSES

Members were provided with an update in relation to the S151 Officer responses to the recommendations contained in the Audit Commission's Annual Governance Report for 2011/12.

Officers highlighted the actions undertaken in response to the recommendations and provided an explanation of the legal issues in relation to the ownership and trust arrangements for the Paolazzi murals. Clarity on this matter would be required for the Statement of Accounts and Officers agreed to bring any further available update on this to the next meeting of the Committee.

RESOLVED that

the report be noted.

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42. ACCOUNTING STANDARDS

The Committee received a report which sought approval of the proposed Accounting Standards in preparation for the 2012/13 Statement of Accounts.

Officers confirmed that the Statement of Accounting Policies appended to the report recognised Chartered Institute of Public Standards and Accountancy (CIPFA) standards.

RESOLVED that

the Accounting Standards be approved.

43. GRANT THORNTON - AUDITING STANDARDS 2012/13

Members were presented with the 'Auditing Standards – Communication with the Audit and Governance Committee and Executive' report for the 2012/13 audit year from Grant Thornton, the Council's External Auditor. Phil Jones, Engagement Lead at Grant Thornton, introduced the report.

Mr Jones advised Members that this was a new report, the purpose of which was to ensure that there was an effective two-way communication between 'Those Charged with Governance' (the Audit Committee) and himself as the Engagement Lead.

The external auditors had a responsibility under professional auditing standards to ensure there was effective communication with the Committee, which in turn helped Members to fulfil their financial reporting responsibilities in the following areas:

- Fraud;
- Law and regulation;
- Going concern;
- Related parties; and
- Accounting for estimates.

The report summarised the Committee's, management's and external auditor's responsibilities in each of the above areas, the overall aim of which was to consider and reduce the risk of material misstatement. The report asked Members to consider management's responses to questions raised by Grant Thornton in the report and for Members to confirm that they were satisfied with the arrangements.

A Member commented that as the membership of the Committee was fairly new there were some areas which they did not have experience in. Mr Jones commented that it was fair to say that

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Members would not have detailed knowledge of all the areas in question, and that provided they understood the general workings of each area that was sufficient to provide Grant Thornton with the necessary assurances. Officers commented that regular updates were brought to Members on both fraud and risk monitoring.

RESOLVED that

the report and management responses be noted.

44. GRANT THORNTON - AUDIT PLAN 2012/13

The Committee received, for approval, the External Auditor's Audit Plan for the authority for 2012/13.

The Audit Plan was presented to the Committee in order that Members had a broad understanding of the work that Grant Thornton proposed to undertake in relation to the audit of the financial accounts for 2012/13.

It was noted that the audit fee had reduced by 40% over the 2011/12 fee. The revised Audit Fee Letter 2013/14 which appeared later in the agenda was also noted, which has seen a further reduction in the billing for Grant Certification work.

The External Auditors highlighted the key areas detailed in the Audit Plan and Grant Thornton's audit approach, which was risk-based. In response to a Member request an explanation was provided of the process involved with substantive testing. Members were advised of the interim work undertaken by Grant Thornton and the External Auditors stated that they would bring to the next meeting any issues arising from this work.

Members' attention was drawn to the Value for Money element of the Audit Plan and the work to be undertaken in that regard, the final results and messages of which would be reported in the External Auditor's Audit Findings report and in the Annual Audit Letter.

RESOLVED that

the Audit Plan 2012/13 be noted and approved.

45. GRANT THORNTON - AUDIT UPDATE

The Committee received a report from Grant Thornton on work undertaken to date by the External Auditor team and which highlighted issues that it was felt the Committee needed to consider.

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A number of key questions had been raised as a result of emerging issues, both financial and operational, that might impact on the Council, which it was proposed be responded to by the Executive Director, Finance and Resources, as part of future agenda. It was further noted that no concerns had been raised by Grant Thornton in the aspects of their work to date.

The External Auditors highlighted the 'Local Government Governance Review 2013' which it had published in February 2013, details of which were set out on page 9 of their report. There were a number of questions arising from the findings of this and it was therefore agreed that this be referred to the June meeting of the Committee for consideration.

Members' attention was also drawn to the 'Councillors on the frontline' section on page 11 of the report, in relation to elected Members. This raised a number of issues in relation to improving the role played by councillors in the community and issues for new councillors in particular, which it was felt the Committee might wish to consider at some stage in the future.

RESOLVED that

- 1) **the report be noted; and**
- 2) **the Committee consider Grant Thornton's 'Local Government Governance Review 2013' at its meeting on 27th June 2013.**

46. GRANT THORNTON - AUDIT FEE LETTER 2013/14

The Committee received, for approval, the Audit Fee letter for 2013/14 from Grant Thornton, the Council's External Auditors. An updated Audit Fee letter had been circulated as additional papers prior to the meeting, which detailed a reduction in the billing schedule in relation to the Grant Certification work and overall total fee.

Members noted that there was a 40% saving on the previous year's fee as levied by the Audit Commission. Members queried the reason for the reduction in fee, which the External Auditors confirmed was as a consequence of a number of audit elements having changed from when the Audit Commission were the Council's External Auditors, with some of the former overheads no longer being applicable.

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Committee

25th April 2013

RESOLVED that

the Audit Fee for 2013/14 be approved.

47. INTERNAL AUDIT MONITORING REPORT

Members considered the Internal Audit Monitoring Report as at 31st March 2013.

Officers advised that a number of the audits in progress as detailed in the report had moved on since publication of report as follows:

Audit	Current status
Abbey Stadium	Final Report Stage
Crematorium & Cemeteries	Final Report Stage
Workshop and Fleet	Final Report Stage
Waste	Final Report Stage
Main Ledger including Budget Control	Final Report Stage
Council Tax	Clearance Meeting Stage
Non Domestic Rates	Clearance Meeting Stage
Housing and Council Tax Benefits	Daft Report Stage

Confirmed Assurance levels for the finalised audits would be confirmed at the next meeting of the Committee.

Officers highlighted the key elements of the report and responded to Members' questions.

In relation to IT Services, Officers advised that there would be an annual inventory review, which would be followed up and reported on by Internal Audit. Examples of the types of issues raised as part of the Stores Depot & Small Plant review were confirmed. It was also noted that the current weaknesses with the control environment under the Payroll review, which were increasing the financial risk to the Council, would be dealt with as part of Internal Audit's follow-up work and their next Payroll visit.

Regarding delivery against the Internal Audit Plan, Members queried why the figure for the target days used for the year was set at 90% and not 100%. Officers advised that this was to allow for flexibility in the event of issues such as staff absences and deferred audits and that 90% was the minimum, which would allow delivery of the Audit Plan. Officers advised that they could look at setting an alternative measure for the 2013/14 Audit Plan and that they would bring any thoughts on this to the next meeting.

A Member highlighted a concern in relation to Maintenance Contracts. Officers advised that they were due to undertake follow

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25th April 2013

up work in this area in June and confirmed that they would include the issue raised as part of their review.

It was also queried whether Procurement – Contract Compliance was an area which the two members of the Committee charged with overseeing risk monitoring on behalf of the Committee should monitor as part of their roles. Officers confirmed it was not the role of the procurement team to look at this and that this fell to the different services areas, meaning Internal Audit would look at this as part of their general monitoring. Members queried whether they should look at contracts generally, which Officers advised was a huge area. It was therefore agreed that Internal Audit would in future look to include contract compliance and value for money in their reports/audits.

RESOLVED that

the report be noted.

48. REVIEW OF THE EFFECTIVENESS OF THE AUDIT & GOVERNANCE COMMITTEE - CHAIR'S REPORT

The Committee was asked to review the effectiveness of the Audit & Governance Committee during the 2012/13 Municipal Year.

It was noted that the Committee had been an all-new Member Committee since the start of the current municipal year, which had involved a steep learning curve for all Members and which was still continuing.

Given the technical nature of the Committee the (standing) Chair hoped that the membership of the Committee would, as far as possible, remain the same following the Annual Meeting.

Two of the ongoing key priority areas identified by the Committee over the last year were risk monitoring and fraud monitoring, with specific members of the Committee having been charged with overseeing these areas on the Committee's behalf.

The (standing) Chair had requested that the feasibility of co-opting non-elected independent members onto the Committee be considered at the next meeting. Officers advised that government had gone quiet on the issue of appointing independent members onto audit committees and that no formal legislation had been forthcoming in this regard. Training which some of the members of the Committee had undertaken at the University of Birmingham had suggested that audit committees should be looking at this issue and Officers agreed to bring an update on this to the June meeting.

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A Member queried 'what would make a suitable independent member'. They also stated that any system of appointment should be open and transparent and that any roles for this should be advertised.

RESOLVED that

the position be noted.

49. CALENDAR OF MEETINGS 2013/14

Members were asked to note the meeting dates of the Committee for the 2013/14 Municipal year. The additional Member Briefing for the members of the Committee on the Statement of Accounts on 12th September 2013 was also noted.

RESOLVED that

the meeting and Member Briefing dates be noted.

The Meeting commenced at 7.00 pm
and closed at 9.04 pm

.....
Chair



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LICENSING

Committee

11th March 2013

MINUTES

Present:

Councillor Andrew Fry (Chair), Councillor Luke Stephens (Vice-Chair) and Councillors Michael Chalk, Pattie Hill, Roger Hill and Gay Hopkins

Officers:

C Flanagan, S Garratt and S Alom

Committee Officer:

P Ross

13. APOLOGIES

Apologies for absence were received on behalf of Councillors Joe Baker and Juliet Brunner.

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. MINUTES

RESOLVED that

the minutes of the meeting of the 17th December 2012 be confirmed as a correct record and signed by the Chair.

16. PRIVATE HIRE VEHICLE POLICY - MULTI SEATED WHEELCHAIR ACCESSIBLE VEHICLES

Members received a report in respect of a proposed 12 week consultation with the taxi trade and other agencies on the draft Private Hire Vehicle Policy, as detailed at Appendix 1 to the report.

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Chair

LICENSING

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The Licensing Manager presented the report and in doing so highlighted that following on from the Licensing Committee meeting on 17th December 2012; and in response to the review undertaken by the Access for Disabled People Task Groups recommendations. Officers had been tasked to prepare a report setting out the options for the offering of licences to operate adapted vehicles for a longer period of time than for standard vehicles.

The Licensing Manager informed Members that the Access for Disabled Task Group had expressed concern at the relatively low number of adapted vehicles currently in the taxi fleet that operated in Redditch. The Task Group believed that it would encourage an increase in the number of adapted vehicles if the Council offered an extended period of time for adapted vehicles and extended the 9 year period currently offered to 12 years from the date of first registration.

In response, Councillor P. Hill highlighted that Members of the Licensing Sub-Committee (Taxis) had recently discussed with officers the recent increase in the number of age exemption vehicles being presented to the Sub-Committee.

The Licensing Manager responded to Members' questions with regard to the 12 week consultation period and the possibility of reducing the consultation period to 6 weeks. There followed further discussion in respect of a proposed reduction in the consultation period and the number of drivers, owners and agencies to be consulted with. The Licensing Manager clarified that a 6 week consultation period was sufficient for officers to consult with the taxi trade and other agencies.

RESOLVED that

- 1) Officers undertake a 6 week consultation with the taxi trade and other agencies on the draft Private Hire Vehicle Policy; and**
- 2) Officers prepare a report detailing the findings of the 6 week consultation to be submitted to the next meeting of the Licensing Committee.**

LICENSING

Committee

11th March 2013

17. HACKNEY CARRIAGE AND PRIVATE HIRE - DISABILITY AWARENESS TRAINING

Members received a report that provided an update on the work undertaken by licensing officers in identifying a suitable training provider to administer disability awareness training on behalf of Redditch Borough Council to Hackney Carriage and Private Hire vehicle drivers and to consult with the Redditch Taxi Trade on the introduction of Disability Awareness training.

The Licensing Manager presented the report and in doing so highlighted that following on from the Licensing Committee meeting on 17th December 2012; and in response to the review undertaken by the Access for Disabled People Task Groups recommendations. Officers had been tasked to prepare a report setting out the options for offering disability awareness training to hackney carriage and private hire vehicle drivers operating within the Borough. The Licensing Manager drew Members' attention to the Task Group's recommendation that any training offered either by or on behalf of Redditch Borough Council should not be mandatory.

The Licensing Manager informed Members that from the information gathered from the training providers contacted; Worcestershire County Council (WCC) Driver Training could undertake the Disability Awareness Training on behalf of Redditch Borough Council in the most efficient, convenient and cost effective manner to both the drivers and the Local Authority. The training could be provided at a cost of £20.00 per person with the fee paid directly to WCC Driver Training. The Licensing Manager further informed Members that WCC Driver Training had suggested a room be made available at Redditch Borough Council. This would enable the training to be delivered within the locality.

The training would provide Redditch taxi drivers with the knowledge and skills required, as detailed at section 3.9 of the report, to transport customers who may have a disability both safely and confidently. Attendees would receive a certificate of attendance. The training would also ensure compliance with the requirements of the Equality Act 2010 and Redditch Borough's Hackney and Private Hire conditions of licence.

The Principal Solicitor advised Members that, as detailed in the report, a consultation period of 12 weeks would be required as the recommendation may constitute a change to licensing policy in the Borough. All interested parties; taxi drivers, vehicle owners, taxi operators, West Mercia Police and groups representing people with disabilities would need to be consulted with.

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11th March 2013

Members questioned if all drivers would be required to undertake the training or only those who drove wheelchair accessible vehicles. The Licensing Manager clarified to Members that all drivers would be required to undertake the training.

The Licensing Manager responded to Members' questions in respect of the cost to the authority in providing a room for the training, taking into account the number of sessions that would be required if all drivers were to receive the training. The Licensing Manager informed Members that approximately 30 to 40 drivers would be trained at each session. The Principal Solicitor drew Members' attention to the requirements of the Equality Act 2010 and that by providing a room and endorsing the training; the Authority would be paying due regard to the needs of people with disabilities living in the Borough in line with these legislative requirements.

Further discussion followed on the Task Groups recommendation that the training should not be made mandatory. Members agreed that given the low cost of the training; and taking into account that other Licensing Authorities across the county had a mandatory requirement of some form of disability awareness training, the training should be made mandatory.

RESOLVED that

- 1) **Officers undertake a 12 week consultation with the Redditch Taxi Trade on the proposal to make disability training awareness a mandatory requirement for Hackney Carriage and Private Hire vehicle drivers in the Borough; and**
- 2) **Officers prepare a report on the findings of the 12 week consultation to be submitted to a future meeting of the Licensing Committee.**

The Meeting commenced at 7.00 pm
and closed at 7.31 pm



Planning Committee

3rd April 2013

MINUTES

Present:

Councillor Andrew Fry (Chair), Councillor Joe Baker (Vice-Chair) and Councillors David Bush, Bill Hartnett, Roger Hill, Wanda King and Yvonne Smith

Officers:

A Hussain, D Parker-Jones, A Rutt and S Williams

Committee Services Officer:

J Smyth

64. APOLOGIES

Apologies for absence were received on behalf of Councillors Mike Chalk and Brandon Clayton.

65. DECLARATIONS OF INTEREST

There were no declarations of interest.

66. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the 13th February 2013 were confirmed as a correct record and signed by the Chair.

67. PLANNING APPLICATION 2012/301/COU – FORMER T J HUGHES (GROUND FLOOR), 6 KINGFISHER SQUARE, KINGFISHER SHOPPING CENTRE, TOWN CENTRE, REDDITCH

Change of Use from Class A1 (Retail) to Class A3 (Food and Drink) and new internal shop front elevations

Applicant: Mr Iain Minto

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.

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Chair

68. PLANNING APPLICATION 2012/306/FUL – LAND TO THE REAR OF 36 MARSDEN ROAD, SMALLWOOD, REDDITCH

Erection of two-storey building consisting of 2 no. 1 bedroom flats

Applicant: Mr Farooqui

The following people addressed the Committee under the Council's public speaking rules:

Miss K Mogg – objector

Councillor Debbie Taylor - Ward Councillor objecting on behalf of a nearby resident.

Mr Farooqui – Applicant.

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.

69. PLANNING APPLICATION 2013/032/COU – FORMER T J HUGHES (LOWER GROUND FLOOR), 6 KINGFISHER SQUARE, KINGFISHER SHOPPING CENTRE, TOWN CENTRE, REDDITCH

Change of Use from Class A1 (Retail) to Class D2 (Gymnasium)

Applicant: Mr Romit Chauhan

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.

70. PLANNING APPLICATION 2013/062/FUL – 15 UNDERWOOD CLOSE, CALLOW HILL, REDDITCH

Single-storey side and rear extension and porch to property

Applicant: Mr and Mrs Cooke

RESOLVED that

having regard to the Development Plan and to all other material considerations, authority be delegated to the Head of Planning

and Regeneration Services to GRANT Planning Permission following the expiry of the public consultation period on 9th April 2013 and subject to the Conditions and Informatives summarised in the report.

71. APPEAL OUTCOME – WORKS TO ASH TREE AT REAR OF 1 VALLEY CLOSE AND 15 TANWOOD CLOSE, CALLOW HILL, REDDITCH

The Committee received an item of information in relation to the outcome of an appeal made against a Consent to carry out works to a protected tree, namely:

Planning Application: TPO/2012/049
New Town Tree Preservation Order No.32
Works to Ash Tree

Members were informed that although a Consent had been granted for conditioned permitted works to the tree, the appellant had appealed as they had wished to have more extensive work undertaken, which had not been made clear at the time the application had been considered. Officers reported, however, that, as the appellant had appealed under the fast track procedure, the Inspector had only been allowed to consider details and issues submitted as part of the original application. Consideration of the more extensive works, raised at the appeal, had therefore not been allowed and the appeal had been dismissed.

The Committee was informed, however, that Officers would be contacting the appellant to discuss the best way to progress the matter further.

RESOLVED that

the item of information be noted.

The Meeting commenced at 7.00 pm
and closed at 7.44 pm

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CHAIR



Planning Committee

8th May 2013

MINUTES

Present:

Councillor Andrew Fry (Chair), Councillor Joe Baker (Vice-Chair) and Councillors Michael Chalk, Brandon Clayton, Bill Hartnett, Wanda King and Yvonne Smith

Officers:

A Hussain and A Rutt

Committee Services Officer:

J Smyth

72. APOLOGIES

Apologies for absence were received on behalf of Councillors Roger Hill and Brenda Quinney.

73. DECLARATIONS OF INTEREST

There were no declarations of interest.

74. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the 3rd April 2013 be confirmed as a correct record and signed by the Chair.

.....
Chair

**75. PLANNING APPLICATION 2013/073/COU –
UNITS 33 AND 34 KINGFISHER WALK,
KINGFISHER SHOPPING CENTRE, REDDITCH**

Change of use of basement, ground and first floors to
Class A3 (Café / Restaurant) and A5 (Hot Food Take-Away)

Applicant: The Kingfisher Limited Partnership

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.

**76. APPEAL OUTCOME – ERECTION OF A DORMER BUNGALOW -
LAND TO THE REAR OF 247 TO 249 EVESHAM ROAD,
HEADLESS CROSS, REDDITCH**

The Committee received an item of information in relation to the outcome of an appeal against a refusal of Planning Permission, made by Officers under delegated authority, namely:

Planning Application 2012/257/FUL
Erection of a Dormer Bungalow

Members noted the Inspector's decision to allow the appeal on the basis that it was considered that the dwelling would not materially obstruct views of soft landscaping or wider views to the east of the development site nor result in incongruous development in relation to other recently permitted back garden development a short distance along Evesham Road. The Inspector had also considered that obscure glazing on windows proposed for the north facing elevation of the dwelling would resolve any issues of unacceptable overlooking impact on nearby dwellings.

The Committee was pleased to note that the Inspector had, at the Borough Council's request, imposed a number of Conditions in allowing the appeal, as summarised below:

1. Development to commence within 3 year.
2. Samples of materials for external surfaces to be submitted and approved
3. Plans approved defined.
4. Parking area to be surfaced, laid out and drained in accordance with details to be submitted and approved.
5. Plan showing slab levels relating to a fixed datum point to be submitted and approved.

6. Landing and bathroom windows to be obscurely glazed in perpetuity.
7. Working hours during construction period to be restricted.
8. No burning on site.

RESOLVED that

the item of information be noted.

77. ENFORCEMENT ACTIVITY - SIX MONTH UPDATE

The Committee received and noted a report which provided statistics showing enforcement activity for the period July to December 2012.

Officers provided clarification on aspects of the figures in relation to complaints received and cases closed for the two quarters and agreed to arrange for additional details on trends in terms of increases and decreases in the number of Enforcement Notices being issued in future reports.

RESOLVED that

the information be noted.

The Meeting commenced at 7.00 pm
and closed at 7.25 pm

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CHAIR



STANDARDS

Committee

8th April 2013

MINUTES

Present:

Councillor Pat Witherspoon (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Phil Mould, Debbie Taylor and Derek Taylor

Also Present:

Michael Collins (Independent Observer), Megan Harrison (Independent Person) and Fiona Hawker (Feckenham Parish Council Representative – non-voting co-opted)

Committee Services Officer:

D Parker-Jones

18. WELCOME - MEGAN HARRISON

The Chair welcomed Mrs Megan Harrison and introduced her to the members of the Committee.

Mrs Harrison was the Independent Person appointed by the authority under the new standards regime and was present to observe the Committee.

19. APOLOGIES

There were no apologies for absence.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES

The minutes of the meeting of the Standards Committee held on 12th December 2012 were submitted.

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Chair

STANDARDS

Committee

8th April 2013

RESOLVED that

the minutes of the meeting of the Standards Committee held on 12th December 2012 be confirmed as a correct record and signed by the Chair.

22. MONITORING OFFICER'S REPORT

Members received a report from the Monitoring Officer (MO) outlining the current position in relation to matters of relevance to the Committee.

The Democratic Services Officer (DSO) presented the report and responded to Members' questions.

A concern was raised by one Member that, in the interests of natural justice, the membership of an Assessment Sub-Committee should be made known to the subject Member; a concern which the Member concerned stated he had previously raised with both the Monitoring Officer and Deputy Monitoring Officer. It was the Member's view that subject Members had a right to know who was considering a complaint against them, and also that the subject Member should be able to raise any concerns in relation to the membership of an Assessment Sub-Committee if they were unhappy with this.

The Chair highlighted the role of the Assessment Sub-Committee, which was to determine whether, in the absence of any local resolution of a complaint, the matter should be referred for investigation. It was not the Sub-Committee's role to determine whether there had been a failure by the subject Member to comply with the Code of Conduct.

The DSO reminded Members that matters relating to a complaint would normally remain confidential until such time as, in the event of a formal investigation taking place, the investigation had been completed and the Investigating Officer's findings were made known. She added that, at the point of a complaint being referred to an Assessment Sub-Committee, she personally was required to check that none of the Sub-Committee members had a particular interest in the matter at hand, including any of the parties involved in the complaint, which would in turn affect their ability to consider the complaint.

The Independent Observer commented that the lack on independent members under the new regime did not help the situation, which it was noted was a change brought about by the Localism Act 2011. The Parish Council Representative asked whether it would assist matters if Members were asked whether

STANDARDS

Committee

8th April 2013

they had objections to any particular Members considering a complaint against them, which could be referred to on receipt of a complaint.

The DSO confirmed that she would take back the comments raised to the MO.

In relation to Member Training, the Independent Observer asked whether he could be provided with details of the content of the Safeguarding Children and Vulnerable Adults training session, which he might wish to attend. The DSO agreed to obtain the relevant details and to forward these on to him.

RESOLVED that

subject to the required follow-up action by the Democratic Services Officer as detailed in the preamble above, the report of the Monitoring Officer be noted.

23. PARISH COUNCIL REPRESENTATIVE'S REPORT

The Feckenham Parish Council Representative apologised for her and the Deputy Parish Representative's absence from the last meeting owing to work commitments.

She advised that Mr Wreide Poole was due to take over the role of Deputy Parish Representative and that he would hopefully be in a position to attend the next meeting of the Committee to observe.

She added that no complaints had been made against Feckenham Parish Councillors and that the Parish Council had adopted its own Code of Conduct. One dispensation had been granted to the Parish Councillors which had enabled them to discuss and vote on budget and precept matters.

The Chair asked how frequently the Parish Council met. The Parish Representative confirmed that this was usually 9 or 10 times a year. There were usually 7 Feckenham Parish Councillors, with 1 vacancy at present.

The Democratic Services Officer reminded the Parish Representative that the Parish Council was required to notify the Electoral Services team of any councillor change, including any resulting vacancies and co-options.

RESOLVED that

the Parish Council Representative's report be noted.

STANDARDS

Committee

8th April 2013

24. REVIEW OF OPERATION OF THE COMMITTEE

Members reviewed the general operation of the Committee since the establishment of the new Standards Committee in July 2012. It was also noted that a report on a 12 month review of the new regime was due to be considered by the Committee at its meeting on 25th July 2013.

The comments raised earlier in the meeting in relation to Assessment Sub-Committees were noted.

Members felt that it would be sensible to increase the size of the Committee, to assist in both meeting a quorum for a meeting and allowing flexibility with Sub-Committee memberships.

It was agreed that the Monitoring Officer be asked to take forward to the Annual Meeting of the Council in May a possible increase in size of the membership of the Standards Committee, as part of the consideration of the Appointment of Committees report.

RESOLVED that

the comments detailed in the preamble above be noted and the Monitoring Officer be asked to take forward to the Annual Meeting of the Council in May the proposal to increase the size of the membership of the Standards Committee.

25. CALENDAR OF MEETINGS 2013/14

Members were asked to note the agreed dates for the meetings of the Committee for the 2013/14 Municipal Year.

RESOLVED that

the meeting dates be noted.

26. WORK PROGRAMME

Members considered the future Work Programme of the Committee.

RESOLVED that

the Work Programme be approved.

STANDARDS

Committee

8th April 2013

The Meeting commenced at 7.00 pm
and closed at 7.39 pm

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Chair

