

minute book 4

# Council

Mon 26th October  
2009  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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



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**COUNCIL**





# Council

14th September 2009

## Minutes

### Present:

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

### Also Present:

D Andrews (Chair, Standards Committee), M Collins (Vice Chair, Standards Committee) and C Williams (West Midlands Local Government Association)

### Officers:

Jackie Smith, K Dicks, S Hanley, J Staniland, S Mullins, S Skinner and A Marklew

### Committee Services Officer:

I Westmore

### 46. WELCOME

The Mayor opened the meeting and welcomed all present.

The Reverend Julie Humphries had kindly agreed to deputise for the Mayor's Chaplain, Canon David Rogers, who was unable to attend.

### 47. APOLOGIES

Apologies for absence were received on behalf of Councillor MacMillan.

### 48. DECLARATIONS OF INTEREST

Councillors Banks, Chance, Hartnett and Taylor declared personal and prejudicial interest in Item 7 (Executive Committee) as detailed separately at Minute 52 below.

.....  
Chair

**49. MINUTES**

**RESOLVED that**

**subject to the deletion of Councillor Cookson's name from the list of those voting against the original motion to approve, subject to the agreed amendments, the Executive Committee's Recommendation 2 in relation to Minute 41, (Shared Services Board – Business Case), the minutes of the meeting of the Council held on 27th July 2009 be confirmed as a correct record and signed by the Chair.**

**50. REDDITCH RUGBY CLUB - LEAGUE CHAMPIONS**

The Council held a Civic Reception immediately prior to the meeting at which Redditch Rugby Club were honoured for achieving league championship successes during the last two rugby union seasons. The club had won the Midlands Six South West Division in the 2007/08 season followed by victory in the Midlands Five West South Division during the 2008/09 season.

There was an exchange of gifts between the Mayor and the rugby club Chairman, Mr Tom Cresswell, and it was formally

**RESOLVED that**

**the warm congratulations of the Council to Redditch Rugby Club on their achievements in the past two seasons be placed on record.**

**51. COMMUNICATIONS AND MAYOR'S ANNOUNCEMENTS**

The Mayor's communications and announcements were considered under the following headings:

a) Announcements of losses to the Borough

It was with regret that the Mayor announced the death of former Councillor and District Council Chairman, John Coleman.

The Mayor also recorded the passing of two other significant local characters, Mr John Emms a popular professional and amateur actor and Mr Philip Rowland, secretary of the Redditch Disabled Access Group.

The Mayor announced the death of Lance Corporal Dale Hopkins of the Paratroop Regiment who had been killed in action in



Afghanistan. The funeral for Lance Corporal Hopkins had been attended by the Mayor and a number of other Councillors.

It was with regret that the Mayor announced the death of another member of the Mercian Regiment, Acting Sergeant Michael Lockett MC of the local 2nd Battalion, who had been killed in action in Afghanistan.

The Mayor asked the Council to join him in a minute's silence and stated that he either already had or was proposing to send the Council's condolences to the families of the bereaved, as appropriate.

b) Mercian Regiment – Returning Home Parade

The Mayor announced that two dates were being consulted upon for a Returning Home Parade through the town by the 2nd Battalion the Mercian Regiment in the spring of 2009. The proposed dates were Saturday 6th or Saturday 20th March 2010.

c) Bus Shelter Artwork

The Mayor drew Members' attention to the signed and framed prints on display in the Chamber. The artwork had been created in collaboration with local young people and used to adorn a number of the bus shelters around the town. The Council was delighted to have received the copies of the original artwork and it was agreed that Officers be requested to investigate the permanent siting of these initial pieces around the Council Chamber.

d) Ron Passingham

The Mayor asked the Council to join him in congratulating ex-Mayor and ex-Councillor Ron Passingham on reaching the age of 90 at the beginning of September.

e) Mayor's Announcements

The Mayor advised that since the previous meeting of the Council he had attended various functions, including: Redditch Ability Football Club presentation evening, a Monks Supper at Wychavon, the opening of the Massala Club restaurant at Headless Cross, the Graffiti art project at Batchley, the unveiling of the Youth Arts project skate ramps at Lowlands Lane skate park, a Scarecrow Day competition at Arrow Valley Countryside Centre, the welcome service for the Reverend Bob Thomas at the Ecumenical Centre, a visit to the County Air Ambulance Service at its Strensham base, the Council's Best Garden Competition, the Masonic Open Day, the "Freedom" event at Forge Mill and a Civic Service at Tenbury

The Mayor thanked Councillor Banks for stepping in and taking on engagements he had been unable to attend.

f) Forthcoming events

The Mayor advised that forthcoming events included, the West Midlands Ambulance Service Awards Ceremony, the 150<sup>th</sup> Birthday of Redditch Railways, the “We are Redditch” cultural community event in the Town Centre, Civic Services at Bromsgrove DC and Upton upon Severn TC and the County Harvest Festival at Worcester Cathedral.

g) Urgent Business

The Mayor advised that he had accepted late papers for consideration in respect of:

Item 12 – CCTV Lifeline Shared Services Business Case – Procurement Process; and

Item 13 – Minutes of the meeting of the Shared Services Board on 8th September which had been circulated to Members at the end of the previous week and were now being tabled, together with a proposal for a Joint Appointments Committee, to be considered with the SSB recommendations.

h) Additional matters

During consideration of the Mayor’s announcements, he gave permission to a number of Members to make further announcements in relation to matters not listed on the agenda, namely:

i) Wolverhampton Swimming Gala

The Deputy Mayor recounted her experience at a recent swimming gala in Redditch attended by a number of local young people. The young swimmers, who trained at Hewell Road, showed great commitment and were reported to be a credit to the Borough.

ii) Congratulations and plaudits

The Council Leader congratulated the Council’s Landscape and Countryside staff on gaining Green Flags for the Arrow Valley Park and Morton Stanley Park.

The Council's Contact Centre staff were also congratulated on winning the Contact Centre Technology Award at the Good Communication Awards 2009.

The Leader made special mention of Anti-Social Behaviour Co-ordinator, Martin Kingscott, who had bravely come to the aid of a woman and her young daughter in Birmingham, tackling an assailant who was armed with a knife. She remarked that she was very proud of his actions.

## **52. EXECUTIVE COMMITTEE**

Members received the minutes of the meetings of the Executive Committee held on 10th June, 22nd July and 27th July 2009 and the decision notices of the meetings of the Executive Committee on 12th and 26th August 2009.

In addition, in relation to the Executive Committee minutes of 1st July 2009, in respect of minute 36 (Insurance Premium Savings), Members' received additional information with regard to the need to amend Resolution 36.3 (giving delegated authority to an Officer of the Council) to a recommendation for the Council's consideration, as detailed in Paragraphs 2 and 3.1 of the Matters Arising report.

In respect of minute 43 (Delegations to Officers – Enforcement Powers), Members also received additional information comprising a further explanation of the delegations as set out in paragraphs 3.3 and 3.4 of the Matters Arising report.

### **INSURANCE PREMIUM SAVINGS – CONSORTIUM TENDER (Minute 36)**

#### **RESOLVED that**

- 1) authority be delegated to the Head of Financial, Revenues and Benefits Services, in consultation with the Risk Monitoring Group and the relevant Portfolio Holder, to utilise these monies;**

### **SCHEME OF DELEGATION TO OFFICERS – PLANNING SERVICES AMENDMENTS RELATING TO PLANNING ENFORCEMENT AND PLANNING OBLIGATIONS (Minute 43)**

#### **RESOLVED that**

- 2) the update to the recommendation, as set out in paragraphs 3.3 and 3.4 below, in respect of the implementation of the new scheme be noted;**

**MINUTES AND DECISION NOTICES**

**RESOLVED that**

- 3) the minutes of the meetings of the Executive Committee held on 10th June, 22nd July and 27th July be received and adopted;
- 4) the decision notice of the meeting of the Executive Committee held on 12th August 2009 be received and all recommendations approved; and
- 5) the decision notice of the meeting of the Executive Committee held on 26th August 2009 be received and all recommendations approved, subject to:

**in respect of Minute 101 (Governance Arrangements – Adoption of Written Role Descriptors)** it being recorded, in accordance with Standing Order 16, that Labour Group Members did not support the proposal so approved;

**in respect of Minute 102 (Irrecoverable Debts – Market Kiosks)** the assertion from Officers that the information in Appendix 2 to this report was now considered to be suitable to be in the public domain being formally recorded;

**in respect of Minute 103 (Overview and Scrutiny Committee)** it being noted that the Overview and Scrutiny Committee had been requested to reconsider the proposed size of the Crime and Disorder Scrutiny Panel; and

**in respect of Minute 110 (Arrow Valley Social Club)** it being noted that Officers had undertaken to provide a written response to Councillor Hartnett in respect of the actions that had followed the decisions taken in respect of this matter; and

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillors Banks, Chance, Hartnett and Taylor declared a personal and prejudicial interest in view of their personal connection to (Taylor) or as Board Members of (Banks, Chance and Hartnett) Redditch Co-operative Homes.

**53. REGULATORY COMMITTEES**

The Council received the minutes of recent meetings of the Audit and Governance and Planning Committees.

**RESOLVED that**

- 1) **the minutes of the meeting of the Audit and Governance Committee held on 4th August 2009 be received and adopted and all recommendations approved; and**
- 2) **the minutes of the meetings of the Planning Committee held on 14th July and 11th August 2009 be received and adopted.**

**54. URGENT BUSINESS - RECORD OF DECISIONS**

Members noted two Urgent Business decisions which had been approved in accordance with Standing Order 36, namely:

The Redditch Borough Council Group Life Assurance Scheme  
(UB Reference 478)

GCSx (Government Connect Secure Exchange) Personal Commitment Policy  
(UB Reference 479)

**RESOLVED that**

**the matters be noted.**

**55. URGENT BUSINESS - GENERAL (IF ANY)**

There were no separate Urgent Business items to be considered at the meeting.

**56. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, with the exception of Mr Colin Williams of the West Midlands Local Government Association, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12(A) of the said Act, as amended:**

**CCTV and Lifeline Shared Services Business Case –  
Procurement Process (as detailed at minute 57, below)**

**Shared Services Board – Recommendations (as detailed at  
minute 58, below).**

**57. CCTV AND LIFELINE SHARED SERVICES BUSINESS CASE -  
PROCUREMENT PROCESS**

The Council considered a report seeking authority to proceed with procurement processes relating to the CCTV Lifeline Shared Services proposal to meet required timelines.

**RESOLVED that**

**authority be delegated to the Director of Housing, Leisure and Customer Services to commence the procurement process in advance of consideration of the recommendations of the Executive Committee of the business case for a shared service for CCTV and Lifeline services and their referral to full Council on 26th October 2009.**

During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to expenditure proposed to be incurred by the Council in future contracts, disclosure of which was not considered to be in the public's best interests.

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

**58. SHARED SERVICES BOARD**

The Council considered and approved detailed proposals for a single team of Officers to manage both Redditch and Bromsgrove Councils.

The report, and subsequent debate, was considered in confidential session in view of the fact that information relating to individual Officers and their financial affairs, together with labour relations matters still under negotiation, was to be discussed. It was agreed that as full as possible a public record be provided, as soon as possible after the meetings of both Redditch and Bromsgrove Councils had taken place. The following is the full list of decisions taken at the meeting:

**The Council AGREED that**

- 1) subject to the change of title of the proposed Assistant Chief Executive to 'Director of Policy, Performance & Partnerships', the proposed Single Management Structure attached at Appendix 3 to the Shared Services Board (SSB) report be adopted for formal consultation with the affected staff and trade unions;**
- 2) the proposed Timetable attached at Appendix 5 to the SSB report be approved, together with the Ringfencing proposals detailed in the preamble to the SSB minutes of the 8<sup>th</sup> September 2009 (Minute 5 d) final paragraph - Recruitment and Selection Processes refers \*);**
- 3) the proposal to seek volunteers from the directly affected staff in the first instance for Voluntary Compulsory Redundancy / Early Retirement, in order to minimise the number of Compulsory Redundancies, be approved;**
- 4) the proposal to make a payment, subject to consultation with the affected staff and trade unions, of pay in lieu of notice (PILON) to anyone unsuccessful in securing a post on the Single Management Team be approved, for the reasons outlined at section 13.12 of the SSB report, from 30th March 2010;**
- 5) the proposed salary levels of the Single Management Team posts, as independently evaluated and outlined at paragraph 4.16 of the SSB report, be approved; all new posts to have an incremental salary range, with progression subject to satisfactory performance;**
- 6) it be noted that independent advice on outstanding job evaluation to existing members of the Corporate Management Team for Redditch Borough Council has been sought and the potential impact on severance costs also be noted;**
- 7) it be noted that the offer of employment contracts to members of the Single Management Team may need to be provisional because of the more detailed work on terms and conditions that is required;**
- 8) the potential need for the application of salary protection, where displaced members of the existing management teams may be redeployed into lower level posts within the proposed new structure, be noted;**

- 9) the preliminary response of the recognised trade unions to the timetable and proposed structure be noted;
- 10) the projected savings of £1.282m over the 5 year period arising as a result of the Single Management Team proposals be noted and endorsed;
- 11) the sum quoted in the main body of the SSB report be split between the two Councils and released from balances to cover the potential costs associated with progressing to a Single Management Team;
- 12) a potential Capitalisation direction be pursued from the Department of Communities and Local Government;
- 13) a Joint Appointments Committee be appointed, comprising three members of each Council for proposed new posts reporting directly to the Joint Chief Executive; and that Terms of Reference and Redditch Borough Council membership be agreed as follows:

"CHIEF OFFICER JOINT APPOINTMENT COMMITTEE"

(RBC) Approved Terms of Reference

*In accordance with the Councils' Constitutions (including the Officer Employment Procedure Rules) and relevant approved employment policies, to deal with all processes in connection with the recruitment of "Chief Officers, Deputy Chief Officers and Political Advisers" other than those specifically reserved to the full Councils or delegated to the Joint Chief Executive / Joint Head of Paid Service; and*

- A. *in the case of the Head of Paid Service, to make recommendations to the Council on any proposed appointment; and*
- B. *in the case of other "Chief Officers, Deputy Chief Officers or Political Advisers" (currently Executive Directors and Assistant Chief Executive only [under whatever titles are finally agreed]), to act with full authority on any proposed appointment, in consultation with the Joint Chief Executive.*

Membership

*3 members from each Council.*



*(RBC members to comprise the Leaders of the 3 Party Groups:  
Cllr Gandy (Cons), Cllr Hartnett (Lab) and Cllr Hall (LD).*

*At least one of the above Members from each Council to be also a member of the Council's Executive Committee / Cabinet.*

*The Chair(man) to be elected at the commencement of each meeting of the Committee.*

*Voting*

*Each member of the Committee to have one vote; the Chair(man) to have a second or casting vote.*

- 14) **the Shared Services Board Concordat be reviewed;**
- 15) **the Executive Director (Section 151 Officer) and Head of Legal Equalities and Democratic Services be designated as each Council's Section 151 Officer and Monitoring Officer respectively;**
- 16) **a conflicts management policy be created; and authority delegated to the Joint Chief Executive to prepare this, in consultation with both Councils' statutory officers, subject to further report;**
- 17) **an overarching shared services agreement be created to enable the Officers of one authority to deliver services on behalf of the other authority, subject to further report;**
- 18) **the need for external support to support both Councils in recruitment to the Single Management Team, be agreed subject to further report;**
- 19) **the support mechanisms (outlined at paragraph 13.2 of the SSB report) that are proposed to support affected staff throughout this period, be agreed; and**
- 20) **further harmonisation of the two Councils' Terms and Conditions of employment be sought, subject to appropriate staff and Trade Union consultation, and further reports to both authorities.**

(In view of his previously declared personal interest in matters relating to Officer salaries, Chief Executive Mr Dicks left the room while discussion took place on this matter.)

(Labour Group voting was, on Labour Members' requisition, recorded as follows:

Recommendations 1), 5) and 10) – Labour Group opposed;  
Recommendations 2), 11) and 12) – Labour Group abstained.  
Other 14 recommendations supported by Labour Group.)

(Appendices 1 to 5 of the Shared Services Board report attached.)

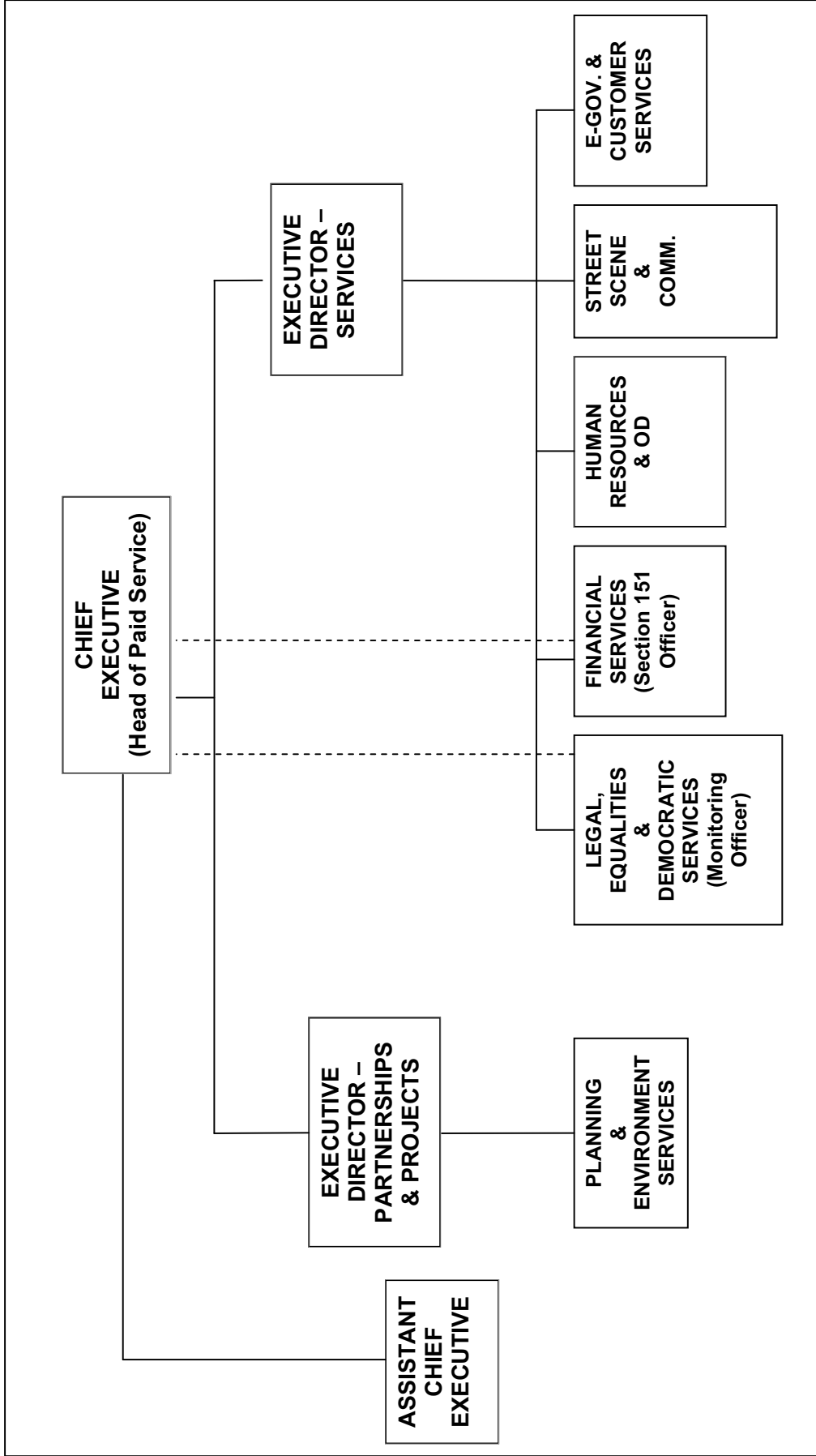
(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to contemplated consultations or negotiations in connection with labour relations matters between the authority and employees of the authority, disclosure of which was not considered to be in the public's best interests.

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

The Meeting commenced at 7.00pm  
and closed at 10.12pm.

.....  
Chair

**BROMSGROVE DISTRICT COUNCIL MANAGEMENT STRUCTURE**



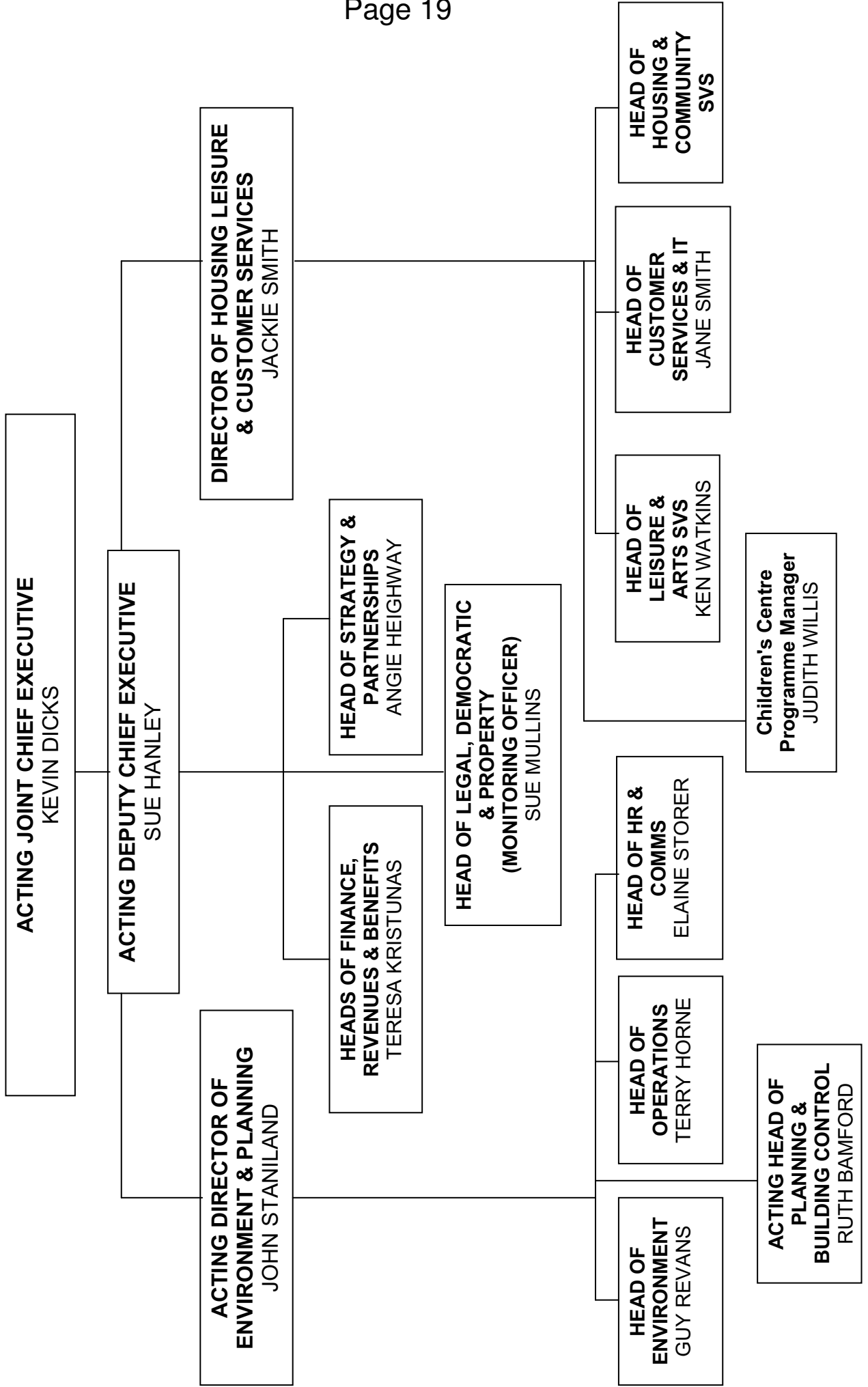
**EXECUTIVE DIRECTOR (SERVICES) – Tony Beirne**

<p>Joanne Pitman</p> <p><b>Head of Human Resources &amp; Organisational</b></p> <ul style="list-style-type: none"> <li>• Human Resources &amp; Welfare</li> <li>• Organisational Development</li> <li>• Training &amp; Development</li> <li>• Health &amp; Safety</li> <li>• Diversity/Equalities</li> <li>• Social Inclusion</li> <li>• Workforce Planning</li> <li>• Succession Planning</li> <li>• Payroll</li> <li>• Member Development</li> </ul>	<p>Claire Felton</p> <p><b>Head of Legal, Equalities &amp; Democratic Services</b></p> <ul style="list-style-type: none"> <li>• Professional Legal Advice &amp; Services</li> <li>• Election &amp; Electoral Services, Periodic Electoral Review</li> <li>• Civic Support</li> <li>• Democratic Services &amp; Member Support</li> <li>• Corporate Administration/ Central Post Opening &amp; Reception</li> <li>• Knowledge Management</li> <li>• Monitoring Officer Role, Probity &amp; Standards</li> <li>• Advice to Parishes</li> <li>• Freedom of Information, Data Protection</li> <li>• Property, Assets &amp; Facilities Management</li> </ul>	<p>Jayne Pickering</p> <p><b>Head of Financial Services</b></p> <ul style="list-style-type: none"> <li>• Accounts &amp; Financial Management &amp; Advice</li> <li>• Corporate Income &amp; Debt Management</li> <li>• Procurement</li> <li>• Revenues &amp; Benefits</li> <li>• Audit (additional reporting Line to Corporate Director, Resources)</li> <li>• Risk Management</li> </ul>	<p>Deb Poole</p> <p><b>Head of E-Government &amp; Customer</b></p> <ul style="list-style-type: none"> <li>• I.C.T.</li> <li>• E Government</li> <li>• E Commerce</li> <li>• Website</li> <li>• Printing &amp; Reprographics</li> <li>• Customer Service Centre</li> <li>• Business Process Re-engineering (BPR)</li> </ul>	<p>Mike Bell</p> <p><b>Head of Street Scene &amp; Community</b></p> <ul style="list-style-type: none"> <li>• Car Parks/Shopmobility</li> <li>• CCTV &amp; Lifeline Operation &amp; Development</li> <li>• Street Scene</li> <li>• Street Cleansing</li> <li>• Grounds Maintenance</li> <li>• Highways</li> <li>• Cesspools/Sewers</li> <li>• Public Conveniences</li> <li>• Refuse &amp; Recycling</li> <li>• Waste Management, Policy, Promotion, Management</li> <li>• Fly Tipping, Bill Posting</li> <li>• Abandoned Vehicles</li> <li>• Pest &amp; Dog Controls</li> <li>• Engineering Design</li> <li>• Community Cohesion &amp; Community Safety</li> <li>• Community Transport/Bus Passes/ Concessionary Fares</li> <li>• Grant Aid</li> <li>• Health Education/Interventions</li> <li>• Arts Development</li> <li>• Sports Development</li> <li>• Children &amp; Young People</li> <li>• Older People</li> <li>• Voluntary Sector &amp; Community Networks, Grant Aid</li> <li>• Tourism Development</li> <li>• Museum</li> <li>• Leisure/Sports Centres/Dual Use Facilities</li> </ul>
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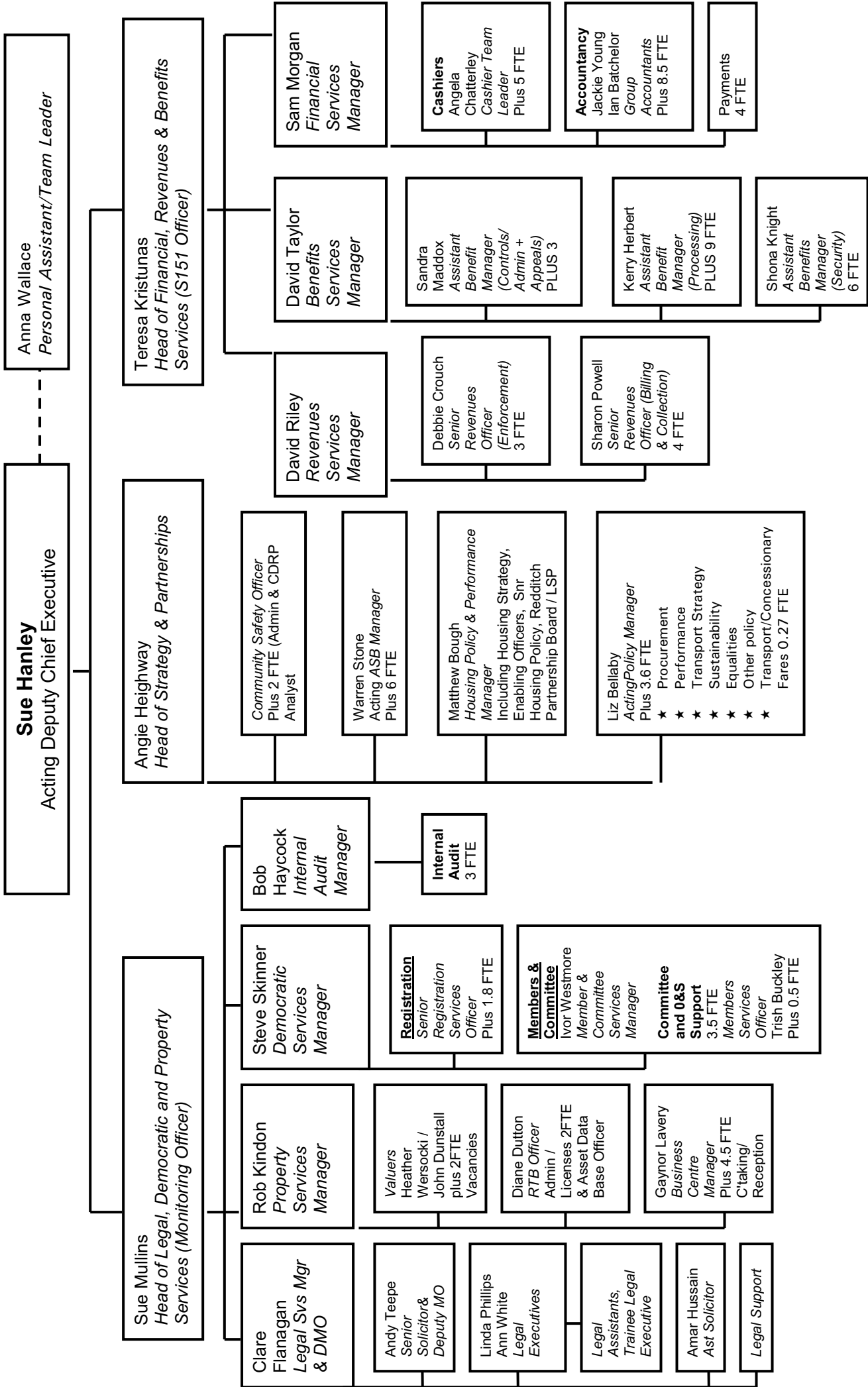
<p>David Hammond</p>
<p><b>Head of Planning &amp; Environment Services</b></p> <p>(Regulatory Services)</p> <ul style="list-style-type: none"> <li>•Planning &amp; Local Development Framework</li> <li>•Development Control</li> <li>•Building Control</li> <li>•Licenses (all)</li> <li>•Land Charges</li> <li>•Environmental Health/Protection/ Enforcement</li> <li>•Public Health &amp; safety</li> <li>•Food Safety</li> <li>•Emergency Planning</li> <li>•Conservation</li> <li>•Improvement Grants</li> <li>•Travellers</li> <li>•Agenda 21 (Energy Efficiency)</li> <li>•Housing Strategy and Enabling Role etc.</li> </ul>



**REDDITCH BOROUGH COUNCIL : STRUCTURE FROM 1<sup>st</sup> AUGUST 2008**



**ACTING DEPUTY CHIEF EXECUTIVE DIRECTORATE**







**ENVIRONMENT & PLANNING DIRECTORATE**

**John Staniland**  
Acting Director of Environment & Planning

Nigel Boot  
Personal Assistant (Seconded)

**Terry Horne**  
Head of Operations

**Transport & Supplies**  
Paul Mills  
Manager  
Plus 11 FTE

**Landscape & Cleansing**  
Dave Kesterton  
Manager  
Plus 69 FTE

**Waste Collection Services**  
Liz Williams  
Manager  
Plus 22 FTE

**Admin & Finance**  
Jeanette Flitcroft  
Team Leader  
Plus 4.49 FTE

**Directorate Support**

**Crematorium/ Cemeteries**  
Ian Gregory  
Bereavement Services Manager  
Plus 5.07 FTE

**Market**  
Darren Hawkins  
Acting Assistant Market Supervisor

**Shopmobility & Dial-a-Ride**  
Barbara Krasniewicz  
Acting Dial a Ride & Shopmobility Manager  
Sue Copley  
Acting Shopmobility Supervisor  
Plus 3.71 FTE  
Jan Smith  
Dial-A-Ride Supervisor  
Plus 8.27 FTE

**Guy Revans**  
Head of Environment

**Waste Management Services**  
Sue Horrobin  
Manager Plus 5.5FTE

**Landscape & Countryside Services**  
Carl Walker  
Manager Plus 8 FTE

**Environmental Health**  
Lisa Roberts  
Environmental Health Manager  
Food/Health & Safety  
4 FTE  
Pollution / Private Sector  
5 FTE  
Plus 2 FTE

Dog Warden Contractor & Rat Control Contractor

Sue Garratt  
Taxi Licensing Manager  
Plus 3.5 FTE

**Ruth Bamford**  
Acting Head of Planning & Building Control

**Building Control**  
Building Control Manager  
Colin Audritt  
Plus Building Surveyors

**Development Plans**  
Emma Baker  
Acting Development Plans Manager  
Plus 4 FTE

**Development Control**  
Ailith Rutt  
Development Control Manager  
Plus 8 FTE

**Economic Development**  
Georgina Harris

**Elaine Storer**  
Head of Human Resources & Communications

**Becky Barr**  
Human Resources Development Manager

**Human Resources**  
Catherine Tedstone & Lindsey Wood  
HR Officer  
Plus Admin Support  
HR Support Officer  
Sue Richards  
Organisational Development Officer  
Plus Admin Support

**Payroll**  
Vacant  
Senior Payroll Officer  
Payroll Officer & Assistant Payroll

**Communications**  
Andrian Marklew  
Communications & Marketing Manager  
Helen Halls & Angela Walsh  
Media & Comms Officers  
Plus Admin Assistant

**Design & Print**  
Bobbie Ashby  
Senior Design & Print Officer  
Design & Print 2 FTE  
Print & Reprographics 2 FTE

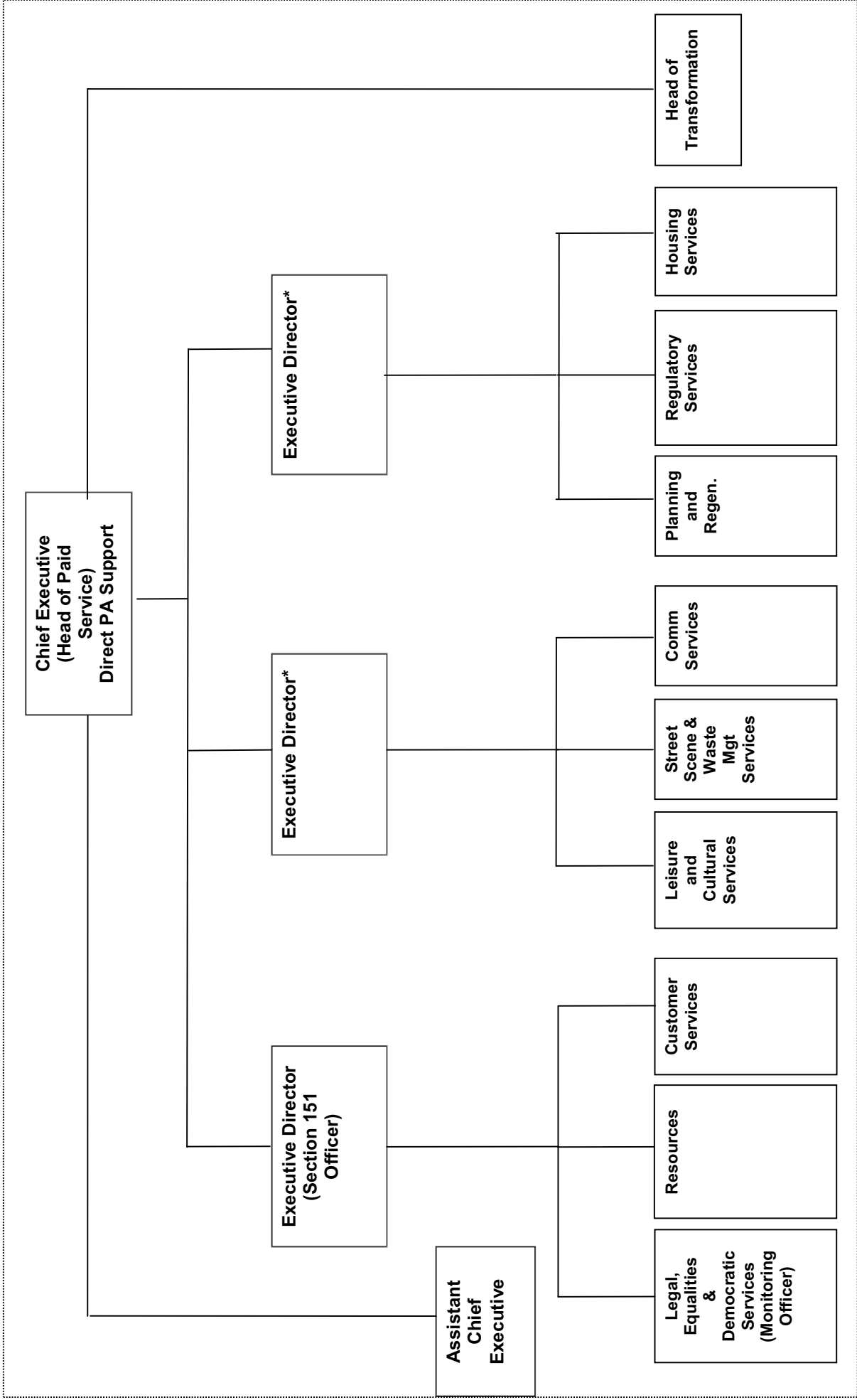
**Health & Safety**  
John Walker  
Health & Safety Manager  
Plus Fire Risk Officer & Admin Assistant

Ron Colebrook  
Job Evaluation Project Officer  
Plus JE Admin Officer

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# Bromsgrove District Council and Redditch Borough Council – Proposed Single Management Structure (subject to consultation)



Head of Transformation
<ul style="list-style-type: none"> <li>• I.C.T.</li> <li>• Business Development</li> <li>• E Government</li> <li>• Web Development</li> <li>• Printing &amp; Reprographics</li> <li>• GIS</li> <li>• Transformation, Business Process Re-engineering and Lean Systems</li> <li>• Information Management</li> <li>• Freedom of Information, Data Protection, Records Management</li> <li>• Organisational Development (including Workforce Planning and Succession Planning)</li> <li>• Training &amp; Development</li> </ul>

Assistant Chief Executive
<ul style="list-style-type: none"> <li>• LSP &amp; Other Strategic Partnerships</li> <li>• Performance Management &amp; Improvement</li> <li>• Policy (excluding service specific strategy)</li> <li>• Consultation &amp; Community Engagement</li> <li>• Communications, Marketing and Promotion</li> <li>• Customer Insight</li> <li>• Special Projects</li> <li>• Inspections (CAA etc)</li> <li>• Complaints</li> <li>• Civic Support</li> <li>• Corporate Administration/ Central Post Opening &amp; Reception</li> <li>• Climate Change / Agenda 21(Energy Efficiency)</li> </ul>

**EXECUTIVE DIRECTOR**

<p><b>Head of Legal, Equalities &amp; Democratic Services</b></p>	
	<ul style="list-style-type: none"> <li>• Professional Legal Advice &amp; Services</li> <li>• Right to Buy</li> <li>• Election &amp; Electoral Services, Periodic Electoral Review</li> <li>• Democratic Services &amp; Member Support</li> <li>• Monitoring Officer Role, Probity &amp; Standards</li> <li>• Governance</li> <li>• Advice to Parishes</li> <li>• Member Development</li> <li>• Equalities &amp; Diversity</li> </ul>

<p><b>Head of Resources</b></p>	
	<ul style="list-style-type: none"> <li>• Accounts &amp; Financial Management &amp; Advice</li> <li>• Corporate Income &amp; Debt Management</li> <li>• Procurement</li> <li>• Revenues &amp; Benefits</li> <li>• Audit</li> <li>• Risk Management</li> <li>• Payroll</li> <li>• Property, Assets &amp; Facilities Management (including Caretakers)</li> <li>• Human Resources &amp; Welfare</li> <li>• Health &amp; Safety</li> </ul>

<p><b>Head of Customer Services</b></p>	
	<ul style="list-style-type: none"> <li>• Customer Service Centre</li> <li>• One Stop Shops</li> <li>• Cashiers</li> <li>• Customer First</li> <li>• Customer Access and Customer Engagement</li> </ul>

\* One Director will take the lead for Redditch issues and one for Bromsgrove issues.  
 One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.

**EXECUTIVE DIRECTOR**

<p><b>Head of Leisure and Cultural Services</b></p> <ul style="list-style-type: none"> <li>• Leisure/Sports Centres/Dual Use Facilities</li> <li>• Sports and Recreation Development</li> <li>• Arts Development</li> <li>• Children &amp; Young People, Play</li> <li>• Health Education/Interventions</li> <li>• Parks and Open Spaces</li> <li>• Allotments</li> <li>• Museum</li> <li>• Events</li> <li>• Community Centres</li> <li>• Theatre</li> </ul>	<p><b>Head of Street Scene and Waste Management Services</b></p> <ul style="list-style-type: none"> <li>• Refuse &amp; Recycling</li> <li>• Waste Management, Policy, Promotion, Management</li> <li>• Car Parks/Civil Enforcement Parking</li> <li>• Shopmobility</li> <li>• Street Scene / Street Cleansing</li> <li>• Grounds Maintenance/ Landscaping</li> <li>• Highways</li> <li>• Cesspools/Sewers</li> <li>• Public Conveniences</li> <li>• Fly Tipping, Bill Posting</li> <li>• Abandoned Vehicles</li> <li>• Pest &amp; Dog Controls</li> <li>• Engineering Design</li> <li>• Street Naming and Numbering</li> <li>• Cemeteries / Crematorium</li> <li>• Land Drainage</li> </ul>	<p><b>Head of Community Services</b></p> <ul style="list-style-type: none"> <li>• Community Cohesion (Older and Young People)</li> <li>• Social Inclusion</li> <li>• Community Safety</li> <li>• Anti Social Behaviour Team</li> <li>• CCTV &amp; Lifeline Operation &amp; Development</li> <li>• Voluntary Sector &amp; Community Networks, Grant Aid</li> <li>• Transport</li> <li>• Community Transport / Dial A Ride</li> <li>• Bus Passes / Concessionary Fares</li> <li>• Grant Aid</li> <li>• Housing Strategy and Enabling Role etc.</li> </ul>
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\* One Director will take the lead for Redditch issues and one for Bromsgrove issues.  
 One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.



**EXECUTIVE DIRECTOR**

<p><b>Head of Regulatory Services</b></p> <ul style="list-style-type: none"> <li>• Environmental Health / Protection / Enforcement</li> <li>• Public Health &amp; safety</li> <li>• Food Safety</li> <li>• Licenses (all)</li> </ul>	<p><b>Head of Planning and Regeneration</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning (Planning &amp; Local Development Framework)</li> <li>• Development Control</li> <li>• Building Control</li> <li>• Land Charges</li> <li>• Emergency Planning / Business Continuity</li> <li>• Conservation</li> <li>• Tree Officers</li> <li>• Travellers</li> <li>• Economic and Tourism Development (including Business Centres and Markets)</li> </ul>	<p><b>Head of Housing</b></p> <ul style="list-style-type: none"> <li>• Housing Revenue Account activities including DLO for Housing</li> <li>• Homelessness</li> <li>• Children's Centres</li> <li>• Care and Repair Agency</li> <li>• Capital Improvements</li> <li>• Housing Options</li> <li>• Housing Performance and Database</li> <li>• St David's House</li> <li>• Disabled Facilities Grants</li> </ul>
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\* One Director will take the lead for Redditch issues and one for Bromsgrove issues.  
 One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.



**BROMSGROVE DISTRICT AND REDDITCH BOROUGH COUNCIL  
PROPOSED SINGLE MANAGEMENT TEAM**

**1. INTRODUCTION**

1.1. This paper seeks to set out the thinking behind and justification for the proposed single management team to serve Bromsgrove and Redditch Councils. It will be the subject of consultation, not only with the directly affected staff (Management Teams at both Councils), Trade Unions and all staff employed by the Councils.

**2. Proposed Management Structure**

2.1. The proposed Single Management Structure is shown at Appendix 3 to the overall report. It proposes a Management Team of 1 Chief Executive, 3 Directors and 11 Heads of Service (or equivalent). It should be noted that unlike in the Serco report that there are no temporary positions within the proposed single management team however it is felt that there are some temporary posts required to support the change programme and these are detailed below.

2.2. It is worth stating at the beginning that there are a number of different ways that a management team can be structured and the way in which services can be packaged. What is essential in any management team, and particularly with a single management team serving two Councils, is that every member of the management team must work together as a team, break down any silo working that exists, be flexible in their approach and recognise that what matters is providing services that make a real difference. Therefore the criteria for selecting people for these posts needs to emphasise their leadership and teamwork skills, not just their specific relevant experience. Their approach needs to reflect the intention of both councils to be continually improving their effectiveness in providing excellent customer service by encouraging staff to give of their best, and by putting the overall corporate objectives above vested interests.

2.3. It is proposed that the Joint Chief Executive have 5 direct reports:

- 3 Executive Directors
- Assistant Chief Executive
- Head of Transformation

2.4. The Serco report concluded that 3 Directors were needed in the Joint Management Team – it is felt that this is correct however it is proposed that there would be a different packaging of services to those proposed under the Serco report. It is felt that 3 directors are required in the structure for the following reasons:

- To add the strategic capacity to enable both councils to achieve their overall vision and strategic priorities

- To enable and support the Joint Chief Executive in overseeing the consideration and subsequent implementation of shared services across all council services (excluding the HRA)
- To enable and support the Joint Chief Executive in transforming all services to ensure they are efficient, effective and responsive to customer needs
- To enable the Joint Chief Executive to play a greater role in Countywide and Regional issues to the benefits of both Councils and the communities that they serve
- To enable greater capacity within the service areas to lead and drive change not just within their areas of responsibility but across both Councils
- One Director to be lead officer for Redditch Borough Council and one Director to be lead officer for Bromsgrove District Council in the event of any contentious issues between the two Councils, and also to provide the geographic lead (in support of the Chief Executive) at the Local Strategic Partnerships.
- One of these Directors would also be designated as Deputy Joint Chief Executive (to act as Head of Paid Service in the absence of the Joint Chief Executive)
- One Director to be designated Section 151 Officer given the importance of strategic financial planning to both Councils which takes on heightened importance in the Shared Services / Joint Working environment

2.5. It is also proposed that the Assistant Chief Executive and Head of Transformation should also report directly to the Joint Chief Executive – given the importance of the functions in the proposed portfolio of services.

2.6. The following are the proposed roles together with the rationale for each of these roles:

2.6.1. Executive Director – Section 151 Officer

- It is proposed that the postholder is responsible for 3 Heads of Service covering the following portfolios: Legal, Equalities and Democratic Services, Resources and Customer Services.
- This is a rather traditional combination of services with the possible exception of Customer Services – however it is felt that given the importance for all staff to drive improvements to Customer focus across the whole Council that each Executive Director should have responsibility for driving this agenda. Other than Revenues and Benefits the remit for this role is predominantly internal thus the inclusion of responsibility for Customer Services within this remit will ensure that the postholder has a crucial role to play in this across both Councils.

2.6.2. Executive Director

- It is proposed that the second Executive Director is responsible for 3 Heads of Service covering the following portfolios: Leisure and Cultural Services, Street Scene and Waste Management Services and Community Services.

- These are all externally focussed service areas and are all felt to fit well within one Directors service responsibility – a lot of the services under Leisure and Cultural Services have a reliance on the services provided by Street Scene and Waste Management e.g. Grounds Maintenance / Landscaping and as such it is advantageous that these services are closely aligned under one Director.
- Likewise the service areas that fall within the remit of Community Services rely on Leisure and Cultural Services e.g. Community Cohesion activities with the community Safety team working closely with colleagues with Sport Development.
- Whilst all of these portfolios align and support one another it needs to be stressed that all Heads of Service regardless of their Directorate alignment need to work closely together and support one another to achieve both Councils objectives and priorities.

#### 2.6.3. Executive Director

- It is proposed that the second Executive Director is responsible for 3 Heads of Service covering the following portfolios: Regulatory Services, Planning and Regeneration and Housing Services.
- Again these are all externally focussed service areas and are all felt to fit well within one Directors service responsibility – e.g. the similar nature (regulatory) of the functions in Regulatory Services and Planning and Regeneration.
- Likewise the service areas that fall within the remit of Housing Services need to work closely with colleagues in Planning and Regeneration and Regulatory Services.

#### 2.6.4. Executive Director Team/Deputy Chief Executive

The Executive Directors will have a pivotal role in supporting the Chief Executive and Members in the delivery of the vision and priorities of the Councils and delivery of the Shared Services agenda.

Each will be required to provide the strategic leadership for the services within the respective Directorates, however, will need to work across a range of services for the effective delivery of the change and Shared Services programme.

During the transformational period there may be internal and external changes which may impact on the initial portfolios proposed for each of the Executive Directors alongside specific project and developmental work as required by the Joint Chief Executive. For example, the County-wide WETT programme, alternative County wide shared services could necessitate a realignment of portfolios/services in the short or medium term without fundamentally affecting the broad remit of the Executive Directors role.

As stated it is proposed that one of the Executive Directors will be designated as Deputy Joint Chief Executive following recruitment to the Directors team. This designation to be proposed by the Joint Chief Executive with endorsement of the Shared Services Board.

#### 2.6.5. Assistant Chief Executive

- It is proposed that the Assistant Chief Executive is responsible for Corporate Policy, Performance Management, Communications and Partnerships. Given the importance of these areas to the overall success of a Council (which take on greater importance with a single management team and shared services) the postholder should report direct to the Joint Chief Executive
- Corporate Policy is important in identifying issues facing the Communities that Councils serve and then developing the Policies and Strategies that are needed to address them. Corporate Policy then links to performance management (enabling the delivery of the Council's priorities) and also links to the Local Strategic Partnerships.
- Communications are key to the interpretation of the Councils strategic priorities, objectives and policies and ensuring that everyone (partners, stakeholders, councillors and staff) are both clear on the direction of the Council but also kept informed as to progress.
- It is suggested that as Climate Change is of such strategic importance to both Councils that this falls within the remit of the Assistant Chief Executive (as it is a Corporate Strategic Issue) rather than a specific service focus
- The Assistant Chief Executive should oversee the Corporate Administration support including provision of PA support to the Management Team
- It could be argued that because of the nature of the post that it could be titled as Head of Corporate Policy and Communications however this post will serve on the Strategic Management Team and given the importance of the portfolio of responsibilities it is felt that it should be called Assistant Chief Executive
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

#### 2.6.6. Head of Transformation

- It is proposed that the Head of Transformation is responsible for Transformation/Lean Systems, ICT, Information Management and Organisational Development and that this post report direct to the Joint Chief Executive given that the postholder has been charged with transforming the way the Councils operate (over a 3 ½ year time frame). Unlike the Serco report which suggested a temporary Director and supporting resource to oversee the transformation programme it is recommended that the Head of Transformation is a permanent post within the proposed Management team – this is because whilst the next 3 ½ years represents a significant period of change and transformation this doesn't stop at the end of 3 ½ years and will need to continue if the Councils are going to continue to improve.

- Key to transformation is ICT, Information Management and Organisational Development which is why it is suggested that these are aligned under one head of service.
- In order to maximise the opportunities arising from the shared services agenda and the transformation of the way in which the Councils operate, the culture of the organisations needs to move to empowerment of staff – enabling them to make decisions and to get on and do the job supported by streamlined processes and systems. To this end “Lean systems” thinking supported by organisational development is absolutely key. The role of Organisational Development will be to support staff through change, ensure that staff have the skills required to fulfil the longer term organisational objectives and that workforce and succession planning are aligned to both Councils objectives.
- It is essential to note that unlike the Serco report there are no proposals for temporary posts (at the management team level). The proposals are for these to be permanent posts within the management team in order to ensure that the benefits of transforming the way we provide services continues to be looked at even after 3 ½ years
- Looking at the current resources dedicated to this area of responsibility across the two councils it is felt that additional resources are required in order to assist the Joint Chief Executive and the rest of the management team to oversee the transformation required over the next 3 ½ years. The following posts are charged with roles that are aligned to the transformation agenda: the Business Development Manager at Redditch and the Improvement Manager at Bromsgrove – this post was funded for 12 month by the WMRIEP (to end of September) but the contract was extended to end of March and funded from savings identified by this post within the Council.
- Under the shared ICT proposal the post of Business Development Manager is recommended to continue and as such this post is already funded in the councils budget. It is felt that the overall resource required to oversee and assist with the transformation is 3 posts – this represents the requirement for funding for 2 posts in addition to that of the Business Development Manager. This would include continuation of the current Improvement Manager. Indicative costs have been included in the overall financial model but it is felt that the Head of Service who is appointed should influence the exact nature and roles of these posts.
- The posts would be supplemented by the existing Organisational Development Teams.

#### 2.6.7. Head of Legal, Equalities and Democratic Services

- This is quite a traditional packaging of services – Legal and Democratic Services are more often than not linked together and there are no compelling reasons as to why that shouldn't continue to be the case on a single management team serving both Redditch and Bromsgrove Councils.
- Responsibility for equalities could justifiably sit under a number of different areas – the Assistant Chief Executive in order to align it to corporate policy or

Community Services in order to ensure that we work towards ensuring Community Cohesion. However given that equalities is hugely important in ensuring that both Councils provide high quality accessible services to the differing communities that both Councils serve and that it should form part of everyone's job (much like customer focus) it is felt that the role is key to the sound governance of the Councils and as such should align with Legal and Democratic Services.

- It could be argued that this is a relatively small portfolio of responsibility however given the legal and constitutional issues that shared services brings with it it is felt that this should not be broadened out to include other issues.
- The Head of Service will be Monitoring Officer for both Councils
- Responsibility for Member Development would fall within this Head of Service responsibility and this will be expected to be supported by the Head of Transformation and the Organisational Development resource.
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required other than potentially external legal advice around the shared services agenda.
- The Monitoring Officer would also have direct access to the Joint Chief Executive with regard to anything of a statutory nature and would need to continue to work closely with him with regard to Member Development.

#### 2.6.8. Head of Resources

- It is proposed that the Head of Resources should be responsible for the major resource areas of the Councils (excluding ICT): Finance, Human Resources (HR) and Property – this is in order that one person can oversee and maximise the benefits from all of the resources at both Council's disposal.
- Given that it is proposed that the Executive Director is to be Section 151 Officer it is not felt that the Head of Service should necessarily be Deputy Section 151 Officer – it needs to be the best person to oversee this broad area of responsibility. The Deputy Section 151 Officer role could be discharged by the Accountancy Services Managers at both Councils.
- It is proposed that Revenues and Benefits remain under the responsibility of this post rather than elsewhere given its financial nature. Furthermore it is proposed that all Income / Debt related services come under this posts remit (including all Housing related debt) in order to more effectively manage the debt – this will need to be closely aligned to Housing Benefits in order to ensure recovery of overpayments is effective.
- It is proposed that the responsibility for HR is part of this portfolio – this is partly due to the fact that it is felt that OD is more appropriately aligned with the Transformation agenda and as such HR in itself is not a large enough portfolio to warrant a specific Head of Service. It is also felt that aligning it under one Head of Resources will enable a more strategic overview of all of both Councils resources. Furthermore with the inclusion of HR and Property services as priority areas under the Worcestershire Enhanced Two Tier (WETT) agenda, subject to proven business cases, the role for the Head of



Service will become more a client role for these areas. However it is accepted that if the person appointed to the post is not a HR professional there is a potential gap in terms of Strategic HR advice to the Councils and to the Joint Chief Executive. If this is the case and given the ongoing work around Worcestershire Enhanced Two Tier and subject to approval of the business case it is recommended that this is provided externally to the Council or through the appointment of a HR Manager across the two Councils.

- Given the need to establish, as described by Serco, “the financial truth” it is proposed that external support be commissioned to undertake this work – this is estimated to cost – as per Serco £18,000.
- In addition to this Serco recommended £18,000 be included to review the Terms and Conditions however given the magnitude of the change proposed (including the review of terms and conditions), the review of all services and the fact that it is proposed that there is not a specific Head of Service for HR issues it is felt that a fixed term contract post be included within the overall proposals for 2 years.
- Other than the additional resources referenced above having looked at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

#### 2.6.9. Head of Customer Services

- This may seem a relatively narrow area of responsibility however it should be noted that this is not just about the Customer Service Centres, One Stop Shops and Cashiers (which are proposed to come under this posts remit) – it is also about ensuring that all staff recognise that the customer must be at the heart of everything we do.
- The postholder would also be charged with looking at how our customers access both Council’s services and ensure that they are efficient and effective as possible whilst offering high quality responsive customer services. This would include looking at the Services that go through the Hub with a view to enabling more services to be delivered at the first point of contact – which is a particular issue at Redditch.
- This post needs to work closely with the Head of Transformation given that the driving force behind any transformation needs to be the Customer. However this does not mean that they should necessarily report to the same Director because, as mentioned earlier, all posts need to work closely together to enable the change and to maximise the opportunities. As mentioned earlier it is felt that the Head of Transformation needs to work directly to the Joint Chief Executive given that he has been given responsibility for driving the transformation agenda for the next 3 ½ years.
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required specific to this agenda however this will need to be reviewed as more services are put through the Hub.

#### 2.6.10. Head of Leisure and Cultural Services

- This is a pretty traditional packaging of services for this service area and could be argued (as Serco did) that it should be broadened out across more service areas however it is felt that for the following reasons it should be kept to Leisure and Arts:
  - the wide geographical area of Bromsgrove and Redditch;
  - Redditch's aspiration to pursue the Abbey Stadium and review other Leisure provision
  - Bromsgrove's need to review the Dolphin Centre in the future
  - Reflecting the fact that both Council's requirements and aspirations with regard to Leisure may be different
  - The increasing role that Leisure and Cultural Services will play in improving the health and well being of both areas
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

#### 2.6.11. Head of Street Scene and Waste Management Services

- This is a pretty traditional packaging of services for this service area but does represent a significantly different model than operates now. Compared to the current structure at Bromsgrove it is a narrowing of responsibility (this currently includes responsibility for some of the service areas under the proposed Leisure and Arts area and also some of those under Community Services). It is felt that this would be too wide a responsibility (for the reasons provided above). For Redditch it is a change because these roles are currently split over a number of Heads of Service however it is felt that these represent a better packaging of services:
  - Refuse, Street Cleansing and Recycling (both strategic approach and operational service delivery)
  - Grounds maintenance / landscaping and highways
  - Flytipping / abandoned vehicles – with the enforcement role undertaken by Regulatory Services
  - Car Parking and Civil Parking Enforcement
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

#### 2.6.12. Head of Community Services

- This may seem a relatively narrow area of responsibility however it is felt to be essential given the increasing need to ensure that we are addressing the needs of the communities that we serve and to ensure that we are working to address any areas of concern raised through the Comprehensive Area Assessment (CAA) or the Place Survey and to ensure that we build community cohesion and social inclusion.
- This post will need to work closely with the Assistant Chief Executive given that a lot of issues for which this postholder is responsible will need to be addressed through the LSP's and in partnership with others.

- It is proposed to align Community Safety with the Anti Social Behaviour team with the work of CCTV / Lifeline – it is also worth noting that subject to full council decisions and staff consultation that CCTV / Lifeline will also move to a shared service.
- This post would be responsible for Grant aid and the Voluntary Sector as this is seen as key in terms of building capacity in the communities to further improve the quality of peoples lives.
- It is proposed that this post would oversee Community Transport and concessionary fares given the positive impact on the communities of these services.
- It is also suggested that the Strategic Housing role fall within the remit of this post (as opposed to within Housing Services) – this is because Strategic Housing needs to cover all housing within both areas both private and publicly owned. It is felt that this should come under the remit of Community Services because of the obvious impacts that housing have on the Community.
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

#### 2.6.13. Head of Regulatory Services

- This may seem a relatively narrow area of responsibility however given the WETT agenda and subject to a proven business case it is proposed that the Head of Service responsibility be kept to those areas under review as part of this workstream. This would also support the bid from Bromsgrove and Redditch to be the host authority for this service.
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

#### 2.6.14. Head of Planning and Regeneration

- This is a pretty traditional packaging of services for this service area: Planning (incorporating strategic planning and development control), with Building Control and land charges. The proposed responsibility also includes Economic Development – which is of significant importance to both Councils given that both have this as a priority.
- Economic Development includes Tourism (given that this is a significant contributing factor to the wealth of an area). It also includes responsibility for the outdoor markets – again this is felt to be more of an economic development function than an operational services issue. Officers will continue to pursue an Economic Development Shared Service across the north of the County as it is felt that this will help promote the area better as well as giving both Councils a more powerful voice at County and Regional level.
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

2.6.15. Head of Housing

- As identified by Serco it is proposed that Housing is a distinct service area with its own dedicated Head of Service however this post needs to continue to work closely with all other service heads so that housing isn't seen in isolation. The Head of Service will also be charged with looking to identify benefits to both areas as a result of Redditch retaining its housing stock – e.g. would it be more cost effective to provide the statutory homeless function through Redditch's Housing team.
- One change that is proposed is that the Debt Collection team be placed within Resources in order to have one cohesive team
- Looking at the current resources dedicated to this area of responsibility across the two councils it is not felt that any additional resources are required.

2.7. Finally whilst it is felt that by moving to a Single Management structure of 1 Chief Executive, 3 Executive Directors and 11 Heads of Service (or equivalent) will provide the strategic capacity required to oversee the change it is necessary to review the administrative support to the Heads of Service and Directors. To this end it is proposed that a review of the administrative function is undertaken following the appointment of the Single Management Team. It is felt that this can be accommodated within the existing resources across the two Councils.

**Draft Implementation Plan  
Joint Directors and Heads of Services  
Bromsgrove and Redditch Councils.**

<b>DATE</b>	<b>ACTION</b>
27 <sup>th</sup> and 29 <sup>th</sup> July 2009	<ul style="list-style-type: none"> <li>• Full Council/Cabinet meet to consider and decide on proposals – agree in principle</li> <li>• Appointment of Joint CEO to continue with Secondment for 3 years and 6 months</li> <li>• Delegated authority to Joint CEO to develop proposed structure for single management team and report back to Full Council with recommendations following consultation process with affected staff and trade unions, in September.</li> </ul>
Aug 2009	<p>Begin informing groups listed below, giving outline of proposals agreed in principle by Members:</p> <ul style="list-style-type: none"> <li>• Trade Union briefings</li> <li>• All Staff briefings issuing indicative timeline</li> </ul>
Aug 2009	<p>Joint CEO with support from WMLGA to:</p> <ul style="list-style-type: none"> <li>• Develop structure/new JD's, Person Specifications/evaluation &amp; salary grading of proposed new jobs, determine terms and conditions etc.</li> <li>• Determine interview process and panel</li> <li>• Agree consultation letters to "at risk" staff</li> <li>• Determine ring fences based on proposed structure</li> <li>• Agree recruitment process</li> <li>• Commence tendering process for recruitment to new posts</li> <li>• Organise training on assessment centres and interview techniques</li> </ul>
1 <sup>st</sup> and 2 <sup>nd</sup> Sept 2009	<p>One to one meetings with directly affected staff to inform them of proposed structure and proposed process for recruitment</p>

2 <sup>nd</sup> Sept 2009	Report due out to Shared Services Board on proposed Single Management Structure  Meeting with Trade Unions on proposals to be considered by Shared Services Board.
8 <sup>th</sup> Sept 2009	Shared Services Board considers draft structure proposals
9 <sup>th</sup> Sept 2009	Briefing Trade Unions on Shared Service Board response to proposals  Briefing Management Teams at Bromsgrove and Redditch on Shared Service Board response to proposals
9 <sup>th</sup> – 14 <sup>th</sup> Sept 2009	Staff Briefings on structure proposals
14 <sup>th</sup> Sept 2009	Redditch Council to consider Single Management Team proposals
16 <sup>th</sup> Sept 2009	Bromsgrove Council to consider Single Management Team proposals (Note it is assumed that the report to the full council meeting will be the same one as that to the Shared Services Board and will be supplemented by the minutes of the Board).
17 <sup>th</sup> Sept 2009  6 week Consultation Process 17 <sup>th</sup> Sept – 29 <sup>th</sup> Oct 2009	Formal consultation begins giving detail of proposed structures (in sequential order): <ul style="list-style-type: none"> <li>• Trade Union consultation begins</li> <li>• One-to-one meetings with staff potentially at risk and distribution of letters to commence formal consultation process</li> <li>• Invite volunteers for redundancy/early retirement as part of consultation process</li> <li>• All staff briefings</li> <li>• Drop in sessions</li> </ul>
22 <sup>nd</sup> and 24 <sup>th</sup> Sept 2009	Building Resilience support sessions for affected staff
27 <sup>th</sup> Sept – 11 <sup>th</sup> Oct 2009	Kevin on leave
29 <sup>th</sup> Oct 2009	<ul style="list-style-type: none"> <li>• End of consultation period (and deadline for volunteers for redundancy/early retirement).</li> </ul>
30 <sup>th</sup> Oct – 1 <sup>st</sup> Nov 2009	<ul style="list-style-type: none"> <li>• Joint CEO to consider consultation responses from affected staff and trade unions</li> </ul>

2 <sup>nd</sup> and 3 <sup>rd</sup> Nov 2009	<ul style="list-style-type: none"> <li>• Joint CEO to advise affected staff and trade unions of final proposals for new structure to be submitted to Full Councils</li> <li>• Report due out to Shared Services Board on final recommendations on proposed new Joint Management Team</li> <li>• Staff Briefings</li> </ul>
Nov 2009	<ul style="list-style-type: none"> <li>• Joint CEO to present final recommendations on proposed new Joint Management Team to <b>Shared Services Board</b>, including trade union and staff responses to consultation process and details of volunteers for redundancy/early retirement (Board meeting needs to be set up – 9<sup>th</sup> November)</li> <li>• Joint CEO to present final recommendations on proposed new Joint Management Team to <b>both Councils</b>, including trade union and staff responses to consultation process and details of volunteers for redundancy/early retirement.</li> </ul> <p>Redditch Council – 16<sup>th</sup> Nov 2009 (Special Council needed) Bromsgrove Council – 18<sup>th</sup> Nov 2009</p> <p>(Note it is assumed that the report to the full council meeting will be the same one as that to the Shared Services Board and will be supplemented by the minutes of the Board).</p>
19 <sup>th</sup> Nov 2009	<p>Joint CEO to communicate decision of Full Councils:</p> <ul style="list-style-type: none"> <li>• Trade Union briefings</li> <li>• One to One meetings with staff directly affected, (including confirmation of decision for any volunteers for redundancy/early retirement).</li> <li>• All staff briefings</li> <li>• Director and Head of Service jobs advertised to “at risk” staff”</li> </ul>
1st Dec 2009	<ul style="list-style-type: none"> <li>• Closing date for applications for ringfenced posts</li> <li>• Interview timetable issued</li> </ul>
w/c 14th Dec 2009	<ul style="list-style-type: none"> <li>• Interviews/Assessment Centres for Joint Directors</li> </ul> <p><b><i>(N.B. Allows 10 days preparation time for the benefit of candidates)</i></b></p>
Dec 21 <sup>st</sup> – Jan 1st	<ul style="list-style-type: none"> <li>• Christmas Break</li> </ul>

w/c 4 <sup>th</sup> Jan 2010	<ul style="list-style-type: none"> <li>• Shortlisting of Heads of Service (by Joint CEO and Directors Designate)</li> <li>• Notification of shortlist 8<sup>th</sup> January</li> <li>•</li> </ul>
w/c 18th Jan 2010	<ul style="list-style-type: none"> <li>• Interviews/Assessment Centres for Heads of Service and any unfilled Director posts (including Directors Designate)</li> </ul> <p><b><i>(N.B. Allows 10 days preparation time in between notification of shortlist and actual interviews)</i></b></p>
By 25 <sup>th</sup> Jan 2010	<ul style="list-style-type: none"> <li>• Notice of dismissal served to displaced Directors and Heads of Service</li> </ul>
Jan – April 2010	<ul style="list-style-type: none"> <li>• Seek redeployment opportunities for displaced Heads of Service</li> </ul>
19th April 2010	<ul style="list-style-type: none"> <li>• Notice expires for displaced Directors and Heads of Service</li> </ul>
20th April 2010	<ul style="list-style-type: none"> <li>• Newly appointed Joint Directors and Heads of Services commence appointment</li> </ul>



**EXECUTIVE COMMITTEE**





# Executive Committee

12th August 2009

## Minutes

### Present:

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

### Officers:

K Dicks, Jackie Smith, E Storer, A Heighway, C Wilson, R Kindon, A Marklew, A Baldwin and B Barr

### Committee Services Officer:

I Westmore

### 76. APOLOGIES

Apologies for absence were received on behalf of Councillors Brunner, Hartnett and MacMillan.

### 77. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 78. LEADER'S ANNOUNCEMENTS

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

Item 9 – Maintenance of Un-adopted Paved Areas.

### 79. MINUTES

#### RESOLVED that

**the minutes of the meeting of the Committee held on 22nd July 2009 be confirmed as a correct record and signed by the Chair.**

### 80. PLANNING FOR PROSPEROUS ECONOMIES

Members received an Officer response to the Consultation paper from Communities and Local Government on a new Planning Policy Statement entitled Planning for Prosperous Economies.

.....  
Chair

There was some concern expressed that the Planning Advisory panel had not been convened in order to consider the proposed response prior to its submission to Government. Officers informed the Committee that the response had been looked at by the Leader and relevant Portfolio Holder prior to submission and explained the reasoning for not arranging an Advisory Panel meeting on this occasion. It was agreed that, in future, such responses should be considered by the Advisory Panel where possible.

**RESOLVED that**

- 1) **the response from the Acting Head of Planning and Building Control to Communities and Local Government regarding the consultation document on new Planning Policy Statement 4: Planning for Prosperous Economies, as detailed in Appendix A of the report, be retrospectively endorsed; and**
- 2) **where possible, Officers submit such future items for prior consideration by the Planning Advisory Panel.**

**81. WORCESTERSHIRE LAND DRAINAGE PROTOCOL**

The Committee considered a presentation and report outlining policies and protocols for land drainage maintenance and enforcement. This was in response to the Pitt Review and the Draft Flood and Water Management Bill following the July 2007 flooding.

The policies and protocols had previously been considered both through the county-wide Joint Scrutiny exercise and the Council's own Overview and Scrutiny Committee. Officers took the view that there was some merit in the Council retaining an interest in water management at a District level. There was the possibility that the Council's duty regarding ordinary watercourses may alter and there was a need to minimise any likely financial impact on the Council of legislative changes.

Officers confirmed that the Council's current annual budget for cyclical maintenance was £100K and it was noted that waterways in Redditch had been quite well maintained on that budget, hence the comparative lack of flooding in 2007. At the present time the Council also inspected and cleansed a number of County Council assets and received suitable financial recompense from the County for the provision of that service. It was noted that these protocols and policies would ensure a suitable level of maintenance from other riparian owners in the Borough if by example the Council was to adequately maintain its own assets.

In view of the fact that the current Bill was only at the draft stage, it was proposed by the Committee that Officers be given delegated authority to make any necessary changes that might come about following the enactment of the legislation. The Committee also wished to ensure that the County Council fulfilled its obligations in respect of the cleansing of road gullies as a failure to do so could have a major negative impact on this Council's ability to prevent local instances of flooding.

**RECOMMENDED that**

- 1) **subject to the Council's subsequent approval of the financial implications, the land drainage and flooding policies and protocols attached at Appendices 1 to 5 to the report, as recommended by the Overview & Scrutiny Committee on 17 June 2009, be approved; and**
- 2) **the Deputy Chief Executive, in consultation with the relevant Portfolio Holder, be authorised to amend the Council's land drainage and flooding policies and protocols as appropriate to take account of subsequent changes to the draft legislation.**

**82. CHURCH HILL DISTRICT CENTRE - REDEVELOPMENT UPDATE**

The Committee received an update on progress on the redevelopment of the Church Hill District Centre. The report included a request for additional funding to be committed to the scheme.

Officers undertook to provide a formal legal response from the Head of Legal, Democratic and Property Services to Members' questions in respect of the transfer of land to and from Worcestershire County Council.

**RESOLVED that**

- 1) **progress on the scheme be noted;**
- 2) **the marketing testing planned to commence in October 2009 be noted; and**

**RECOMMENDED that**

- 3) **additional revenue funding of £19,850 be approved to progress the scheme for the year 2009/10 up to and including the Industry market testing day in October 2009, with a further review.**

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the business affairs of the Council's tenants, disclosure of which was not considered to be in the public's best interests.

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

**83. QUARTERLY PERFORMANCE MONITORING APRIL 2008 - MARCH 2009**

The Committee received a report providing information on aspects of the Council's overall performance. Officers reported that the past year had been challenging with a new set of Indicators applying at a District Council level. The Leader congratulated staff for their performance in the following areas in particular: BVPI 212 ;LIB 240 , BVPI 213, HIP 001, HIP 002 and MWO 10.

As Members asked questions regarding a number of the Indicators, it became apparent that some of the more problematic targets were either new targets which required revision either up or downwards or targets that had subsequently been deleted.

It was hoped that Portfolio Holders might be in a position to report back to the Committee on those indicators where the Council was not performing to target. Officers informed the Committee that a report to Committee on 22nd September might provide additional information in this regard. It was also suggested that targets for which the Council was reliant on factors outside of its immediate control, might usefully be reviewed.

Officers undertook to provide Councillor Hicks with an explanation for the performance recorded in respect of Performance Indicator BV205.

**RESOLVED that**

**the update on key performance indicators for the period April 2008 – March 2009 be noted and commented upon.**

**84. MAINTENANCE OF UNADOPTED PAVED AREAS**

Officers brought a request to the Committee for a budget to undertake cyclical maintenance no the un-adopted paved areas owned by the Council. It was stated that the assets in question had formerly been in the possession of the Redditch Development Corporation and had subsequently been transferred to the Council. These assets had been built to a lower standard than the highways

maintained by the County Council thereby precluding the opportunity for them to be adopted.

Officers undertook to provide clarification to Members as to the actual extent of hard paved area to be maintained by the Borough Council, given the doubt expressed at the figure quoted within the report.

**RECOMMENDED that**

**an annual budget of £100k for three years (2009 to 2012) be allocated from HRA reserves to facilitate the timely repair and maintenance of Council owned, un-adopted, paved area assets.**

**85. SHARED SERVICES BOARD**

The minutes of the most recent meeting of the Shared Services Board were considered by the Committee. It was noted that the apologies of Councillor Hall had not been recorded in the minutes of the meeting of the Board despite his being engaged on other Council business

**RECOMMENDED that**

**Business Case – IT Services**

- 1) **the Business Case for Shared IT Services, hosted by Bromsgrove District Council, phase 1, be agreed in principle, subject to further work being undertaken to agree a suite of charging mechanisms (for this and for other Shared services projects), for the further consideration of the Board / both Councils;**
- 2) **it be noted that detailed business cases for phases 2 and 3 outlined in the report to the Board will be required in line with the wider shared service agenda;**
- 3) **similar core principles be worked up for the development of Shared services in terms of pensions funding and the allocation of redundancy costs; these to be based on a 50:50 recharge to both Councils; and**
- 4) **the Business Case template be modified to express all future risk ratings only in ‘mitigated’ terms.**

**Business Case – CCTV / Lifeline**

- 5) **the Business Case for Shared CCTV / Lifeline Services, hosted by Redditch Borough Council, be agreed in principle, subject to further work being undertaken to agree a suite of charging mechanisms (for this and for other Shared services projects), for the further consideration of the Board / both Councils;**
- 6) **the proposed Shared Service structure be endorsed, subject to consultation; and**
- 7) **savings be based on the total reported £291,000 at this stage, rather than on the originally proposed 60:40% split, pending further financial reports and subsequent agreements.**

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to contemplated consultations or negotiations in connection with labour relations matters between the authority and employees of the authority, disclosure of which was not considered to be in the public's best interests.

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

#### **86. OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 8 July 2009 be received and noted.**

#### **87. REDDITCH BOROUGH COUNCIL ESTABLISHMENT**

The Committee considered a report detailing the number of vacant posts currently in place within the Council's establishment.

**RESOLVED that**

**the report be noted.**



**88. CORPORATE SICKNESS STATISTICS**

A report was received that detailed the current sickness absence statistics for the Council as a whole and by Individual Directorates and Services. It was confirmed that the Council's direction of travel in terms of sickness absence was positive when compared to other authorities around the region. However, Officers undertook to investigate whether there were national statistics available to use as comparators to those generated locally within the authority.

In respect of the categories used to define the reasons for absence, it was noted that these were established nationally and so there was little scope for amendment.

**RESOLVED that**

- 1) **the statistics be noted; and**
- 2) **the programme outlined in the report to reduce sickness absence be approved.**

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

There were no minutes or referrals under this item.

**90. ADVISORY PANELS - UPDATE REPORT**

Members received the update report on the activity of the Council's Advisory panels, Working Groups and other Panels. It was noted that meetings of both the Customer Services Advisory Panel and the Church Hill District Centre Members' Panel were planned for September.

**RESOLVED that**

**the report be noted.**

**91. ACTION MONITORING**

It was noted that the action arising in relation to the Overview and Scrutiny Committee on 1 July 2009 had been completed.

**92. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Church Hill District Centre – Redevelopment Update (as detailed at Minute 82 above and below for the restricted section); and**

**Shared Services Board (as detailed at Minute 85 above).**

The Meeting commenced at 7.00 pm  
and closed at 9.28 pm

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Chair

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted





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# Executive Committee

26th August 2009

## MINUTES

### Present:

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

### Also Present:

M Collins (Vice-Chair, Standards Committee)

### Officers:

E Baker, L Brockett, S Hanley, A Heighway, R Kindon, A Marklew, S Mullins, S Skinner, Jackie Smith, L Tompkin and S Powell

### Committee Officers:

D Sunman

### 93. APOLOGIES

There were no apologies for absence.

### 94. DECLARATIONS OF INTEREST

Councillor Hartnett declared a personal and prejudicial interest in Item 6 (Strategic Housing – Selection of Registered Social Landlords – Preferred Development Partners) as he was a Board member of a Registered Social Landlord (Redditch Co-op Homes).

### 95. LEADER'S ANNOUNCEMENTS

The following items of business, scheduled on the Forward Plan to be dealt with at this meeting, had been rescheduled to a later meeting:

- Former Covered Markets;
- Quarterly Monitoring of Budget Savings;
- Quarterly Budget Monitoring;
- Benefits Service Improvement Plan;
- Street Naming Policy; and
- Student Council – Review of Service Level Agreement with Worcestershire County Council

.....  
Chair

# Executive Committee

26th August 2009

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

Item 18 – Arrow Valley Social Club – Asset Management Options.

(Not meeting the publication deadline)

## 96. MINUTES

**RESOLVED that**

**the minutes of the meeting of the Committee held on 27th July 2009 be confirmed as a correct record and signed by the Chair.**

## 97. OLDER PERSON'S HOUSING AND SUPPORT STRATEGY - MY HOME, MY FUTURE, MY CHOICE

The Committee was asked to approve the Older Person's Housing Strategy and Action Plan, attached at Appendices 1 and 3 of the report respectively, which sets the agenda and framework for the future of older person's housing and support provided by the Council over the next sixteen years.

Members were informed that these documents were reflective of both demographic change and the changing needs of older people and would deliver the strategic aims outlined in National, Regional, County and Local policies.

Officers reported that further consultation would take place with residents. Officers were also requested to arrange a visit for Members to all the Council's Sheltered Housing Schemes as part of the consultation process.

**RECOMMENDED that**

- 1) **the Older Person's Housing Strategy, detailed in Appendix 1 of the report, be approved; and**
- 2) **subject to community consultation, Officers implement the Strategy for the Housing and Support of Older People as detailed in the Action Plan, attached at Appendix 3 of the report.**

**98. STRATEGIC HOUSING - SELECTION OF REGISTERED SOCIAL LANDLORDS - PREFERRED DEVELOPMENT PARTNERS**

Members received a report which sought approval of five Registered Social Landlords who had been interviewed by the Member and Officer Selection Panel on 30<sup>th</sup> June 2009, to be appointed as 'preferred partner' Registered Social Landlords.

Officers reported that these 'preferred partner' Registered Social Landlords would work in partnership with the Council to develop affordable housing for rent and low cost ownership on Council owned and Section 106 or windfall development sites.

Members were informed that by selecting 'preferred partner' Registered Social Landlords the Council would be able to achieve the following strategic objectives:

- a) increased affordable housing provision within the Borough;
- b) increased supply of Homes and Community Agency grant funding to support development;
- c) assist person registered as being in housing need; and
- d) development of opportunities for joint working in order to address the supply of affordable housing, assessment of housing need and formulation of Borough-wide housing policies, plans and solutions to problems.

**RECOMMENDED that**

- 1) **the recommendation of the Member Officer Selection Panel held on 30 June 2009 be adopted and that the following organisations be duly appointed as Preferred RSL Development Partners of the Authority:**
  - a) **Accord Housing Association/Redditch Co-Operative Homes;**
  - b) **Festival Housing Group;**
  - c) **West Mercia Housing Association/Bromsgrove District Housing Trust;**
  - d) **Rooftop Housing Group;**
  - e) **Sanctuary Housing Association.**

- 2) **Officers and Preferred RSL Partners produce a preferred partnership agreement outlining the terms of reference of the Partnership.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillor Hartnett declared a personal and prejudicial interest in view of him being a Board Member of Registered Social Landlord (Redditch Co-op Homes) and left the meeting.)

**99. WEST MIDLANDS REGIONAL SPATIAL STRATEGY - PHASE III**

Members considered a report which sought retrospective approval of the Council's response to the West Midlands Regional Spatial Strategy (WMRSS) - Phase 3 Revision Options document.

**RESOLVED that**

**the response to the West Midlands Regional Spatial Strategy, as detailed in Appendix A of the report, be approved.**

**100. CONSTITUTION - NEW EXECUTIVE ARRANGEMENTS / WHOLE COUNCIL ELECTIONS.**

Members received a report asking them to consider a new form of governance for the Council's Executive arrangements for implementation after elections in May 2011. They were also asked to consider opting for whole Council instead of partial elections (elections by thirds) to take effect for the elections in May 2011.

Members were informed that the current leader and cabinet (Executive) model was no longer an option and that all Local Authorities operating the system would have to adopt a new governance model.

Officers reported on the only two options available:

- a) an elected Mayor and Cabinet executive (currently adopted by a small number of Authorities):
  - i) a Mayor is elected directly by the electorate for a 4-year period;
  - ii) proposals to adopt this model are subject to referendum; and
  - iii) at least 2 Councillors must be appointed to the Cabinet by the Mayor.



# Executive Committee

26th August 2009

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- b) a 'new style' Leader and Cabinet executive:
  - i) a Leader is appointed by the Council for a 4-year period;
  - ii) at least 2 Councillors must be appointed to the Cabinet by the Leader; and
  - iii) Councils can choose whether to adopt procedures to allow the removal of the Leader during the 4 years.

Members were informed that if the Council did not make a decision on governance by the end of December 2010 it would, by default, have to adopt the new style Leader and Cabinet model to take effect after the 2011 elections and could be so ordered by the Secretary of State.

## **RESOLVED that**

- 1) the legislative position regarding the governance models for executive arrangements from 2010 be noted;**
- 2) subject to approval of the recommendations below by the full Council, a further report be received to consider the outcome from the consultation at 3) below and to draw up the Council's proposals for a change in governance; and**

## **RECOMMENDED that**

- 3) authority be delegated to the Head of Legal, Democratic and Property Services to consult electors and other interested parties in respect of the two potential governance models and a change to whole council elections;**
- 4) a report be received at a specially convened meeting of the Council on 14<sup>th</sup> June 2010 to determine proposals for a change in the Council's governance model and make the necessary formal Resolution for this to take effect from the 3rd day after the 2011 local elections; and**
- 5) a report be received at the specially convened meeting of the Council on 14<sup>th</sup> June 2010 to consider, subject to the consultation outcomes, whether or not to opt for whole- council elections, to take effect for the 2011 local elections.**

**101. GOVERNANCE ARRANGEMENTS - ADOPTION OF WRITTEN MEMBER ROLES**

Members were asked to consider the adoption of written Member Roles.

Officers reported that the written Member Roles identified various positions on the Council ranging from the core role of all Councillors to the role of the Leader of the Council. Each role included a description of the key duties of that role together with suggested skills and knowledge which were likely to enable Members to fulfil the role.

It was noted that the aim of the written Member Roles was to describe the potential range of activities which Member might find they were asked to undertake rather than prescribing what they must do. The skills and knowledge identified within the written Member Roles would be used to form the basis of the Member Development Programme.

Officers were requested to amend the Members' Roles, detailed in Appendix 1 to the report, as suggested.

**RECOMMENDED that**

**the draft Member Roles, attached at Appendix 1 of the report, be adopted.**

**102. IRRECOVERABLE DEBTS - MARKET KIOSKS**

Members received a report which asked them to consider writing off six cases of irrecoverable debt and not pursuing a further seven cases within the Council's accounting system.

Officers reported that a number of lessons had been learnt and action had been taken for the future management and monitoring of outstanding debts. These included:

- a) Procedures reviewed and changes implemented;
- b) Review of all sundry debts;
- c) Review of all other Service areas where local billing and cash payments are received.

Members expressed concern at the amounts involved but were reassured that in future outstanding debts would be closely monitored.

Officers were asked to investigate whether the information in Appendix 2 of the report could be made available to the public.

**RESOLVED that**

- 1) **the debts totalling £44,560.03 detailed in Appendix 1, attached to the report, be written off as irrecoverable.**
- 2) **the debts of £26,595.63 detailed in Appendix 1, attached to the report, be not pursued.**

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was, therefore, agreed to move to exclude the press and public prior to any further debate on the grounds that information might be revealed that related to an individual or which was likely to reveal the identity of an individual; and the financial or business affairs of particular persons (including the authority holding that information.)

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

**103. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received the Minutes of a recent meeting of the Overview and Scrutiny Committee.

**RESOLVED that**

- 1) **the minutes of the meeting of the Overview and Scrutiny Committee held on 8 July be received and noted;**
- 2) **the Councillor Call for Action (CCfA) guidance for the Council be approved; and**

**RECOMMENDED that**

- 3) **the Council establish a Crime and Disorder Scrutiny Panel to undertake the scrutiny of the Crime and Disorder Partnership; and**

**104. FLAG FLYING POLICY - REFERRAL FROM PLANNING COMMITTEE**

Members were asked to consider a referral from the Planning Committee in relation to Planning Members' request for a review of the Council's current Flag Flying Policy.

# **Executive Committee**

26th August 2009

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**RESOLVED that**

**the amendments to the Council's Flag Flying Policy, as detailed in Appendix 1 of the report, be approved.**

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

There were no minutes of referrals under this item.

**106. ADVISORY PANELS - UPDATE REPORT**

The Committee received the latest update report on the activities of the Council's Advisory Panels, Working Groups and similar bodies. It was noted that a briefing on Abbey Stadium would be made to the Leisure Contracts Advisory Panel on 15<sup>th</sup> September 2009 at 5.30pm. It was also noted that a meeting of the Church Hill District Centre – Members' Panel had been arranged on 2<sup>nd</sup> September 2009.

**RESOLVED that**

**the report be noted.**

**107. ACTION MONITORING**

**RESOLVED that**

**the report be noted.**

**108. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs 1, 2 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Item 10 – Irrecoverable Debts – Market Kiosks; and**

**Item 18 – Arrow Valley Social Club – Asset Management Options.**

# Executive Committee

26th August 2009

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**109. CONFIDENTIAL MINUTES / REFERRALS (IF ANY)**

There were no minutes or referrals under this item.

**110. ARROW VALLEY SOCIAL CLUB - ASSET MANAGEMENT  
OPTIONS**

Members received a report which outlined the current status of the lease of Arrow Valley Social Club and the options available to protect a Council owned asset.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was, therefore, agreed to move to exclude the press and public prior to any further debate on the grounds that information might be revealed that related to an individual or which was likely to reveal the identity of an individual; and the financial or business affairs of particular persons (including the authority holding that information.)

The Meeting commenced at 7.05pm  
and closed at 10.00pm.

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Chair





# Executive Committee

16th September 2009

## Minutes

### Present:

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

### Officers:

R Cooke, M Davidson, I Gregory, L Hadley, S Hanley, R Kindon, T Kristunas, S Mullins, I Ranford, Jackie Smith, Jane Smith, J Staniland and P Wilkins

### Committee Services Officer:

I Westmore

### 111. APOLOGIES

Apologies for absence were received on behalf of Councillor MacMillan.

### 112. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 113. LEADER'S ANNOUNCEMENTS

The Chair advised that the following item of business, scheduled on the Forward Plan had been re-scheduled to a later meeting:

- Business Centres Review – Terms of Reference

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

Item 14 – Advisory panels – Update Report

Item 17 – Development Opportunities – Dingleside and Ipsley

.....  
Chair

**114. WORCESTERSHIRE ENHANCED TWO TIER PROGRAMME**

The Committee received a report that had been circulated to all District Councils in the County and which provided an update on the enhanced two-tier working agenda.

Officers stated that the shared services agenda with Bromsgrove District Council and the WETT programme were complementary and that each business case for a service was being considered on its merits. The Programme was most advanced in the area of regulatory services at the present time. Redditch Borough Council Officers were inputting significantly into the programme across the range of services.

**RESOLVED that**

**the report be noted.**

**115. PRUDENTIAL INDICATORS**

A report was received that set out the actual prudential indicators for 2008/09, within six months of the end of that financial year, as required.

The Prudential Code sought to ensure that the capital investment plans and treasury management decisions of the authority were prudent, affordable and sustainable.

It was noted that the financial climate over the previous year had been difficult with volatility in the rates of interest for borrowing and investing. However, it was confirmed that the Council's investment strategy was still generally producing a positive margin.

A number of matters were highlighted by Members. The future of the Major Repairs Allowance beyond 2011/12 was queried and Officers stated that this matter was still out for consultation. The steep drop-off in recent years in capital receipts was remarked upon but Officers were very much of the opinion that the zero estimate going forward was a realistic projection. The similar zero projection for Section 106 was also commented upon. Again, Officers confirmed that it would not be prudent at this stage to estimate a greater sum.

Councillor Braley enquired as to the maximum and minimum borrowing rates that had existed over the past 25 years and also the magnitude of the interest rate in 1979.



**RESOLVED that**

**the report be noted.**

**116. COMPLAINTS POLICY - REVIEW**

Officers presented a report that sought to review and refresh the existing Council Complaints Policy. From talking to the Council's customers through means such as the Community Forum it had become apparent that the process was difficult for service users to understand. It was therefore suggested that the process be streamlined by removing the first tier of the current Complaints Policy.

The format of the Complaints Appeals Panel was briefly discussed as there was a view expressed that the complainant may have a role to play. Officers clarified that the Panel meetings were specifically to consider internal issues of service delivery and were not designed to determine the rights and obligations of customers and Officers.

Members suggested that a clear explanation of the entire Complaints Procedure be included in the initial response sent to any complainant.

**RECOMMENDED that**

**the Complaints Policy be amended so that 'Informal Complaints' are removed at Stage One of the Complaints Policy.**

**117. REDDITCH TOWN CENTRE STRATEGY**

In early 2009 the Council had appointed a number of external consultants to deliver a Town Centre Strategy for Redditch. A report was received by the Committee that set out the priority projects and actions contained within the draft Strategy received from these external consultants. The detail and costs associated with any of the actions listed would be reported to future meetings of the Committee.

Members were generally very much in favour of the proposals contained within this initial report. It was accepted that perceptions of the Town Centre were not altogether positive within the region and the Council and its partners needed to have bold ideas and ambitions if they wished this situation to improve. It was acknowledged that the overall sums of money involved over a number of years would be substantial but many of the Council's

partners shared the Council's commitment to the aims underpinning the draft Strategy.

**RECOMMENDED that**

- 1) **the Town Centre Strategy as detailed in Appendix A to the report be endorsed; and**

**RESOLVED that**

- 2) **Officers be instructed to work on projects associated with implementing the Town Centre Strategy.**

**118. DECENT HOMES CAPITAL PROGRAMME AND HOUSING ROOFING REPAIRS**

Officers presented a report that set out requests for the reallocation of a part of the Decent Homes budget for 2007-12 and for additional revenue funding for essential roofing repairs.

There had been an overspend on roofing repairs during Year 2 of the Programme (last year) and, in addition, works in part of the town had identified that a number of roofs could no longer be sustained by reactive repairs and were in need of replacement. The money for the proposed programme of the replacement of roofs had been identified through negotiating savings with the Council's contractors given the current financial climate and the consequent downturn in costs for materials. The additional money required for the day to day roofing repairs was to be found from HRA reserves.

The Committee acknowledged that the additional spending was required given the poor condition of roofs to Council homes in some areas. There was broad agreement that spending on the envelopes of Council properties was a sensible and prudent long-term investment. The proposal to carry out comprehensive works including gutters, soffits and fascias whilst scaffolding was in place was welcomed by Members. There was discussion as to the possibility of incorporating contemporary technology such as alternative building materials and photo-voltaic cells into these new roofing schemes. Officers confirmed that they were actively exploring such opportunities where they arose but that there were generally significant additional and consequential costs arising from such enhancements. The biggest issue throughout the town was identified as the existence of substantial numbers of solid-walled properties.

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**RECOMMENDED that**

- 1) approval be given for the reallocation of £200,000 funding from the Decent Homes capital budget to commence a programme of essential roof replacements;
- 2) £50,000 additional revenue funding for roofing repairs be approved from the HRA reserve for this year 2009/10 and 2010/11; and

**RESOLVED that, if approved,**

- 3) approval be given to incur up to the expenditure detailed in 1) above, in accordance with Standing Order 41; and
- 4) the contents of the report relating to budget spend for Year 2 of the programme (2008/9) and budget and programme of works for 2009/10, 2010/11 and 2011/12 be noted.

**119. REDDITCH CREMATORIUM - CREMATOR REPLACEMENT AND BUILDING UPGRADES**

Members considered a report advising them of requirements for a major infrastructure upgrade to the existing crematorium plant and buildings. The Committee welcomed the report and commended Officers on the service that was provided at the facility.

Officers were able to provide reassurance that disruption would be kept to a minimum during the course of the works. There was a need to be sensitive in the handing of this work and it was expected that local residents would be kept informed through press statements. It was hoped that the carrying out of the work would not result in any loss of revenue to the Council.

The recycling of the waste heat was considered to be a positive innovation and Members were pleased to hear that heat recovery from crematoria was not considered objectionable by the overwhelming majority of the public in surveys. It was also noted that the service was not intending to purchase a larger replacement cremator, thereby reducing the amount of waste heat produced in cremating all users.

**RESOLVED that,**  
**subject to the necessary budgetary approvals of the full Council, as detailed at recommendations 6) and 7) below,**

- 1) a programme of replacement of and installation of one new cremator, complete with mercury abatement

- equipment, at a current cost in the region of £575,000, be carried out;
- 2) a programme of civil works be undertaken to improve the public and staff areas of the crematorium buildings, at a cost of £380,000;
  - 3) a defined study be carried out in relation to energy recovery and re-use for both internal and external purposes;
  - 4) specialist and technical support be employed to assist the Bereavement Services Manager with the management and implementation of this project, at a cost of £32,500;
  - 5) expenditure of up to the total sum approved by the Council, for the purposes defined in the report, be approved in accordance with Standing Order 41; and

**RECOMMENDED that**

- 6) the Council, if it is established that it is economically viable to recover waste energy and to re-use it for internal and external purposes, implement the recommended programmes for such re-use. Initial research indicates that internal re-use will be economically viable so a sum of £70,000 has been included in the Capital Programme for this aspect of the project.
- 7) up to £757,500 be allocated from the Capital Programme for the purposes indicated in the report; and
- 8) the Capital Programme be amended accordingly.

**120. REDDITCH OPEN AIR MARKET - REGULATIONS 2009/10**

Officers presented a revised version of the Redditch Open Air Market Regulations to the Committee. It was suggested that the previous Regulations, agreed in 2006, were no longer sufficient to support the efficient running of the Market.

The Committee welcomed the opportunity to more clearly define the rules on matters such as stall allocation, fees and methods of payment. It was noted that the revised Regulations had been agreed with the Market Traders.

**RECOMMENDED that**

- 1) **authority be delegated to the Head of Operations in consultation with the Portfolio Holder to agree the adoption date for the revised Market Regulations;**
- 2) **authority be delegated to the Head of Operations in consultation with the Portfolio Holder to make minor alterations or amendments to the Regulations for the operational benefit of the Market and its Traders; and**
- 3) **authority be delegated to the Head of Operations in consultation with the Portfolio Holder to finalise the hours of operation and any other relevant rules in the (document) following consideration of the planning application by the Planning Committee.**

**121. ARROW VALLEY COUNTRYSIDE CENTRE - INSTALLATION OF BUS STOP**

The Committee considered a report setting out a proposal for provision of a bus stop on Battens Drive and a connecting footpath to the Arrow Valley Countryside Centre. At this stage the proposed facility was basic and did not incorporate a shelter.

Both First Bus and Hardings were working with the Council at present to provide a service to this stop. The service was only intended to be off-peak although it could also be used as a park and ride stop in due course for events in the Park.

Members were pleased to note the progress that had been made on this scheme since it had first come through as a recommendation from the Overview and Scrutiny Committee. In that respect, it was suggested that due recognition be paid to other Councillors, including Councillors Thomas and Pearce, in facilitating the installation of this amenity.

**RECOMMENDED that**

- 1) **approval be given for the allocation of the sum of £10,245.00 for the provision of a bus stop and connecting footpath from Battens Drive to Arrow Valley Countryside Centre within the Capital Programme; and**

**RESOLVED that, if approved,**

- 2) **approval be given to incur up to the expenditure detailed above, in accordance with Standing Order 41.**

**122. OVERVIEW AND SCRUTINY COMMITTEE**

There were no minutes from the Overview and Scrutiny Committee to consider.

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

There were no minutes or referrals under this item.

**124. ADVISORY PANELS - UPDATE REPORT**

**RESOLVED that**

**the report be noted.**

**125. ACTION MONITORING**

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

**126. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Dingleside and Ipsley – Development Opportunities (as detailed in minute 127 below)**

**Shared Services Business Case – CCTV / Lifeline (as detailed in minute 128 below)**

**Shared Services Business Case – ICT Services (as detailed in minute 129 below)**

**127. DEVELOPMENT OPPORTUNITIES - DINGLESIDE AND IPSLEY**

The Committee received a report advising of the opportunities for the Council to progress disposal of two sites at Dingleside and Ipsley jointly with the adjoining owners. Site plans for both sites and

a draft Concordat between the Council and other parties for the Dingleside site were tabled at the meeting.

Officers reiterated that the decision to be made at this stage was one of declaring the land surplus and considering the sites for disposal and was not about determining future use. One of the other parties wished to have some comfort that redevelopment of the sites would be completed, hence the drawing up of a draft Concordat. The magnitude of any proceeds to the Council were still under negotiation.

Because of the nature of the land being disposed of, Members were keen to establish to what uses Section 106 and Section 77 monies were to be put. It was highlighted that the Section 77 element would be required to be spent primarily on school sports provision and possibly education related leisure assets. It was hoped that the Section 106 element would contribute to the funding of the Abbey Stadium redevelopment.

A Member requested that the advice from the Head of Legal, Democratic and Property Services that Members who were on both the Executive and Planning Committees would not be at risk of being conflicted out on grounds of predetermination as the issue at hand at this stage was merely one of declaring land surplus and authorising disposal be placed on record.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to provisional terms of land disposals under negotiation, disclosure of which was not considered to be in the public's best interests.)

#### **128. SHARED SERVICES BUSINESS CASE - CCTV / LIFELINE**

A report was received that set out the business case for a shared CCTV and Lifeline service for Redditch Borough and Bromsgrove District Councils.

This had previously been identified as a medium term opportunity. There was the requirement for capital investment to establish a shared service at one site and this would in part be met through savings, including salaries. It was anticipated that there would be human resources implications in establishing a single unit based in Redditch. However, Members were reassured that the existing accommodation in Redditch was sufficient for the shared service.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to an individual or which was likely to reveal the identity of an individual, the business affairs of the authority and contemplated consultations or negotiations in connection with labour relations matters between the authority and employees of the authority, disclosure of which was not considered to be in the public's best interests.)

## **129. SHARED SERVICES BUSINESS CASE - ICT**

The Committee received a report that set out a case for a shared ICT service between Redditch Borough and Bromsgrove District Councils. It was proposed to host the shared service at Bromsgrove.

Officers explained that a key driver was an attempt to underpin the systems across both Councils by maximising the use of available resources. A skeleton staff would still be present at the Redditch site following the proposed merger.

Officers undertook to provide a response to a question from Councillor Anderson regarding the installation of fibre-optic cabling and whether this was still planned under the shared service.

It was noted that further work was to be carried out through the Shared Services Board into the savings that could be achieved through the sharing of this service through software licences, re-use of office space, etc.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to an individual or which was likely to reveal the identity of an individual, the business affairs of the authority and contemplated consultations or negotiations in connection with labour relations matters between the authority and employees of the authority, disclosure of which was not considered to be in the public's best interests.)

The Meeting commenced at 7.00pm  
and closed at 10.11pm.

.....  
Chair



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Executive Committee

22nd September 2009

## MINUTES

### Present:

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

### Also Present:

M Collins (Standards Committee)

### Officers:

K Dicks, S Garratt, S Hanley, A Heighway, T Kristunas, S Mullins, Jackie Smith, J Staniland, A Walsh, K Watkins, L Bellaby and D Taylor

### Committee Services Officer:

D Sunman

### 130. APOLOGIES

Apologies for absence were received on behalf of Councillor Hicks.

### 131. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 132. LEADER'S ANNOUNCEMENTS

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

Item 6 – Quarterly Performance Monitoring – Quarter 1 (April – June 2009)

Item 7 – Quarterly Monitoring of Formal Complaints – Quarter 1 (April – June 2009)

Item 8 – Abbey Stadium Sports Centre

.....  
Chair

**133. BENEFITS SERVICE IMPROVEMENT PLAN - QUARTERLY MONITORING REPORT**

The Committee received a report on progress against the Benefits Service Improvements Plan from April to June 2009.

Members were informed that the Benefits Service Improvement Plan had been developed in response to the Audit Commission's Inspection in 2008/09.

A Performance Development Team (PDT) of Officers from the Council's Benefits Team and the Department for Works and Pensions had been set up to progress the aims of the Improvement Plan.

Officers reported that the number of claims for Housing Benefit had reduced during the quarter when compared with previous periods. However, claims remained high and were from people who had not previously made claims.

Between April 2009 and the end of June 2009 1916 claims had been processed. Of these 1160 were processed within 14 days and only 64 claims took longer than 50 days to process.

The Committee were informed that overpayment recovery remained disappointing with an overall increase in debt outstanding and below target recovery rates. The PDT had concluded that the processes in place to recover over allowed benefit were satisfactory but that additional resources would be required to allow the rate of recovery to be improved.

Officers were requested to provide a supply of leaflets regarding claims for benefits for the Roadshows. Officers were also requested to prepare a press release regarding claims for benefit highlighting the calculator on the Council's website for those affected by the current economic climate.

**RESOLVED that**

- 1) the report be noted; and

**RECOMMENDED that**

- 2) **£15,000 be allocated from General Fund balances in 2009/10 to provide additional resources within the Benefits Service, as recommended by the Performance Development Team (PDT), to improve the recovery of over-allowed Housing Benefit; and**

- 3) **the cost of an additional post for this purpose be included in the base budget from 1 April 2010.**

**134. QUARTERLY BUDGET MONITORING - APRIL TO JUNE QUARTER**

Members received a report that provided an overview of the budget, including the achievement of approved savings, for the quarter ending June 2009.

**RESOLVED that**

**the report be noted.**

**135. QUARTERLY PERFORMANCE MONITORING, QUARTER 1, APRIL 2009 - JUNE 2009**

The Committee considered a report that provided a view on aspects of the Council's overall performance for Quarter 1 of the 2009/10 financial year when compared to the same quarter in 2008/09.

Each Portfolio Holder made a report on their area of responsibility.

Officers reported that the total number of corporate performance indicators providing outturn data for Quarter 1 was 35. Of these, 21 showed improvement in performance, 9 showed a decline and 5 showed no change. Those that showed no change were at optimum performance and, therefore, impossible to improve.

Members noted the improved Performance Indicators in each Directorate as follows:

Deputy Chief Executive

NI 020, NI 155, NI 180, NI 181, BV 008, BV 174, BV 175, ET 015, HH 016

Environment and Planning

NI 157 (b), NI 182, NI 191, BV 012

Housing, Leisure and Customer Services

NI 156, WMO 003, WMO 004, WMO 008, WMO 010, BV 213, HIP 001, HIP 002

Members agreed that overall the report was positive and asked that staff be informed of their comments.

Officers were asked to change the order of columns in the Corporate Performance Exception Report relating to current information. Information on Recovery Plans and the pilot project on Smart Cards for Concessionary Fares was to be circulated with the minutes.

**RESOLVED that**

**the update on key performance indicators for the period April to June 2009 be noted.**

**136. QUARTERLY MONITORING OF FORMAL COMPLAINTS AND COMPLIMENTS - QUARTER 1, APRIL-JUNE 2009**

Members considered a report that provided a view on aspects of the Council's Formal Complaints Procedure and the number of compliments recorded for Quarter 1 of the 2009/10 financial year. The report also included the Ombudsman's 'Annual Review 2008/09'.

Officers reported that this was the first report of such information to the Committee.

**RESOLVED that**

**the update on complaints and compliments for the period April to June 2009 be noted.**

**137. ABBEY STADIUM SPORTS CENTRE**

Members received a report which detailed proposals for the long-term sustainability of the Abbey Stadium and Hewell Road Pool following deferral of the previous scheme by this Committee in January 2009.

Members were informed that a Leisure Contract Advisory Panel (LCAP) had been set up to work with Officers that would determine the best way forward. Further reports would be presented to the Executive Committee at relevant milestones.

**RECOMMENDED that**

- 1) the scheme as detailed in the present report be approved in its entirety and that Officers be authorised to progress it to completion, subject to reporting to Members at appropriate 'milestone' stages;**
- 2) the Council allocate funding, as detailed in the confidential Appendix to the report, to provide a new**

**swimming pool and to sustain the current Abbey Stadium facility for a period of at least ten years; this approval to include the release of the consultants' fees detailed in the report as being necessary to progress the scheme; and**

- 3) the Capital Programme be amended accordingly and revenue implications noted/approved; and**

**RESOLVED that**

- 4) expenditure of up to the sum allocated by the Council for the purposes stated in the report be approved in accordance with Standing Order 41.**

(During consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any further debate on the grounds that information would be revealed which would significantly affect the Council's ability to achieve the best solutions for the Borough in relation to the Abbey Stadium redevelopment.

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

**138. OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 2<sup>nd</sup> September 2009 be received and noted.**

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

There were no minutes of referrals under this item.

**140. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

# Executive

Committee

22nd September 2009

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**Abbey Stadium Sports Centre – (as detailed in Minute 137  
above)**

The Meeting commenced at 7pm  
and closed at 9:15pm

.....  
Chair



**REGULATORY COMMITTEES**





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# Audit & Governance

## Committee

29th September 2009

### MINUTES

**Present:**

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

**Also Present:**

B Warwick (Standards Committee),  
E Cave and D Evans (Audit Commission)

**Officers:**

S Hanley, T Kristunas and S Mullins

**Committee Officer:**

D Sunman

**31. APOLOGIES**

There were no apologies for absence.

**32. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**33. MINUTES**

**RESOLVED that**

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

**34. AUDIT COMMISSION - ANNUAL GOVERNANCE REPORT**

Members considered two reports.

**1) Annual Governance Statement – Statement of Accounts 2008/09.**

Members received a report from the Head of Financial, Revenues and Benefits Service.

.....  
Chair

## **Audit & Governance**

Committee

29th September 2009

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She reported that a number of issues had been identified by the Audit Commission during the course of their audit, which had taken place during August and September. Members were informed that some of the issues required amendments to be made to the Statement of Accounts, which had been previously approved by the Audit and Governance Committee on 30 June 2009.

Officers from the Audit Commission suggested that Members consider their Annual Governance Report at this stage in the meeting as it would help clarify a number of issues.

### **2) Annual Governance Report**

Officers from the Audit Commission presented their Annual Governance Report 2008/09 for Redditch Borough Council.

Members were informed that the report summarised the findings from the 2008/09 audit. It included messages that arose from the audit of the Council's financial statements together with the results of work which had been undertaken to assess how well resources had been used and managed to deliver value for money and better and sustainable outcomes for local people.

The key messages from the Auditors were:

#### **1) Audit Opinion**

The Auditors confirmed that they would be able to issue an unqualified opinion as there had been no outstanding matters that needed to be cleared.

#### **2) Financial statements**

The financial statements that had been submitted were free from material errors, substantially complete and had been produced by the agreed target date.

#### **3) Use of resources**

The Auditors were able to conclude that the Council had arrangements in place to secure economy, efficiency and effectiveness. They identified one exception in that the Council did not have adequate arrangements in place for planning, organising and developing its workforce effectively in order to support

## **Audit & Governance**

Committee

29th September 2009

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the achievement of its strategic priorities.

Members were asked to:

- i) consider the matters raised in the report before approving the financial statements;
- ii) note the adjustments to the financial statements;
- iii) note the Value For Money (VFM) conclusion; and
- iv) approve the letter of representation on behalf of the Council.

### **RESOLVED that**

- 1) the amendments to the Statement of Accounts, be noted, as appended to these minutes at Appendix 1;**
- 2) the revised Statement of Accounts 2008/09 be approved, as appended to these minutes at Appendix 2; and**
- 3) a copy of the Statement be signed at the meeting by the Chair.**

(The vote having been taken on the above Resolutions, the Chair signed the letter of Representation, with the agreed amendments, on behalf of the Council.)

(The meeting adjourned at 7.30pm to allow Officers from the Audit Commission and the Council to discuss suggested amendments to the letter of representation. The meeting reconvened at 7.40pm)

The Meeting commenced at 7.04 pm  
and closed at 7.50 pm





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# Licensing Committee

28th September 2009

## MINUTES

### Present:

Councillor Michael Braley (Chair), Councillor Kath Banks (Vice-Chair) and Councillors M Chalk, A Clayton, J Cookson, J Field, W Hartnett, W King and D Smith

### Officers:

A Teepe and S Garratt

### Committee Officer:

D Sunman

#### 1. APOLOGIES

Apologies for absence were received from Councillors Fry, Hunt, Pearce and Thomas.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES

##### RESOLVED that

**the Minutes of the meeting of the Licensing Committee held on 5<sup>th</sup> December 2007 be confirmed as a correct record and signed by the Chair.**

#### 4. HACKNEY CARRIAGE - FARES

The Committee considered a report which outlined the options for a variation of fares for hiring Hackney Carriages within the Borough.

Members were informed that the last fare increase had been approved on 29<sup>th</sup> November 2008 and took effect from 12<sup>th</sup> January 2009 as follows:

.....  
Chair

### Mileage

First half mile or uncompleted parts thereof	£2.62p
Subsequent charge	10p per 135 yards or £1.31 p per mile
Waiting time	10p per 40 secs. or 15p per minute
Each person exceeding one	10p
Late Night and Bank Holiday Surcharge	
Midnight to 6.00am every day and all Bank Holidays (excluding Good Friday)	£1.25 per journey
From 6.00pm Christmas Eve to Midnight Boxing Day	Double Tariff
From 6.00pm New Years Eve to 6.00am New Years Day	Double Tariff
Dogs (with the exception of guide dogs)	£1.35p
Any persons fouling the vehicle will be charged an excess of £75 per journey.	

Officers reported that the Executive Committee in October 2008 had recommended that various retail price indices, including petroleum products be taken into account when considering a variation in fares for hiring Hackney Carriages.

Using these indices the effect on the fare table was found to be minimal.

Consultation had been carried out with Redditch Taxi Association who had agreed the policy and recognised the effect of low inflation on the current tariff.

### **RESOLVED that**

**there be no increase in the Hackney Carriage fare rates for the year 2009 to 2010.**

The Meeting commenced at 7.00 pm  
and closed at 7.30 pm

.....  
Chair





# Planning Committee

8th September 2009

## MINUTES

### Present:

Councillor Michael Chalk (Chair), Councillor Kath Banks (Vice-Chair) and Councillors D Enderby, J Field, D Hunt, R King and D Smith

### Also Present:

M Collins (Vice-Chair of Standards Committee)

### Officers:

S Edden, A Hussain and A Rutt

### Committee Services Officer:

J Smyth

### 49. APOLOGIES

Apologies for absence were received on behalf of Councillors Hartnett and Hicks.

### 50. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 51. CONFIRMATION OF MINUTES

#### RESOLVED that

**the minutes of the meetings of the Committee held on the 14th July and 11th August 2009 be confirmed as correct records and signed by the Chair.**

### 52. APPLICATIONS FOR PLANNING PERMISSION

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

.....  
Chair

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

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

**53. PLANNING APPLICATION 2009/144/FUL - LAND TO THE REAR OF 11-13 NEW ROAD, ASTWOOD BANK**

Erection of one dwelling  
Applicant: Ms D Trim

Ms D Trim, the Applicant, addressed the Committee under the Council's public speaking rules.

**RESOLVED that**

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

**54. PLANNING APPLICATION 2009/155/FUL - 1076 EVESHAM ROAD, ASTWOOD BANK**

Detached double garage to front of property and conservatory to rear  
Applicant: Mr C Buggins

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

The applicant, Mr C Buggins, addressed the Committee under the Council's public speaking rules.

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be REFUSED for the following reasons:**

- "1) By reason of siting and size, the proposed double garage would represent an overly prominent structure failing to respect the spacious setting of its**

surroundings, and the established street scene. As such, the proposal would have an unacceptable deleterious impact upon the visual amenities of the areas. In addition, approval of such a proposal would set an undesirable precedent for similar forms of development which would further erode the character and appearance of this part of Evesham Road. The proposal is considered to be contrary to Policy B(BE).13 of the Borough of Redditch Local Plan No. 3 and the Council's adopted Supplementary Planning Guidance on Encouraging Good Design.

- 2) The proposed conservatory, by reason of its size and siting would have an adverse impact upon the residential amenities of current and future occupiers of number 1074 Evesham Road, by virtue of the conservatory's overshadowing, overbearing and visually intimidating nature. The development would therefore be contrary to Policy B(BE).14 of the Borough of Redditch Local Plan No. 3 and the Council's adopted Supplementary Planning Guidance on Encouraging Good Design."

The Meeting commenced at 7.00 pm  
and closed at 7.19 pm

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CHAIR





# Planning Committee

6th October 2009

## MINUTES

### Present:

Councillor Michael Chalk (Chair), and Councillors D Enderby, J Field, W Hartnett, N Hicks, D Hunt, R King and D Smith

### Officers:

R Bamford, A Hussain, A Rutt and S Skinner

### Committee Services Officer:

J Smyth

### 55. APOLOGIES

An apology for absence was received on behalf of Coouncillor Banks.

### 56. DECLARATIONS OF INTEREST

Councillors Enderby and Hunt declared personal but not prejudicial interests in Planning Application 2009/160/FUL (application for the demolition of existing retail and storage buildings, construction of new retail unit and associated parking area at The Corn Stores, 360 Evesham Road, Crabbs Cross) as detailed separately in Minute 61 below.

### 57. CONFIRMATION OF MINUTES

#### RESOLVED that

**the minutes of the meeting of the Committee held on the 8th September 2009 be confirmed as a correct record and signed by the Chair.**

### 58. APPLICATIONS FOR PLANNING PERMISSION

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

.....  
Chair

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

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

**59. PLANNING APPLICATION 2009/148/FUL –  
THE HILLS, TANHOUSE LANE, CHURCH HILL NORTH**

Erection of fourteen dwellings.

Applicant: Mr J Varney

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

**RESOLVED that**

- 1. having regard to the Development Plan and to all other material considerations, authority be delegated to the Head of Planning and Building Control to GRANT planning permission subject to:**
  - a) a planning obligation ensuring that the County Council is paid appropriate contributions in relation to the development for education provision, and that Redditch Borough Council receives contributions towards pitches, play areas and open space provision in the locality to be provided and maintained; and**
  - b) the conditions and informatives as summarised below and the following additional Condition (14):**
    - "1. Time limit for commencement of development – three years**
    - 2. Parking spaces to be provided prior to occupation**
    - 3. Parking during construction to be agreed (highway safety and tree protection)**
    - 4. Roads to be constructed to acceptable standard**
    - 5. Contaminated land – What to do if found**

6. Hours of construction limit
7. Tree protection during construction
8. Boundary treatment details to be agreed
9. Drainage to be to Severn Trent Water Company requirements
10. Archaeological condition
11. Access details to be agreed (archaeological and highway safety)
12. Travel plan
13. State plan numbers of approved plans
- “14. Development to be in accordance with bus and cycle plan.”

**Informatives**

1. Lighting
  2. Separate legislation requirements – Rights of Way.
2. In the event that the Planning Obligation cannot be completed by the 26th October 2009:
- a) authority be delegated to the Head of Planning and Building Control to REFUSE the Application on the basis that, without the Planning Obligation, the proposed development would be contrary to policy and therefore unacceptable, due to the resultant detrimental impacts it could cause to community infrastructure by a lack of provision for their improvements; and
  - b) in the event of a refusal on the ground at 2a) above, and the Applicant resubmitting the same or a very similar Planning Application with a completed legal agreement attached to cover the points noted, authority be delegated to the Head of Planning and Building Control to GRANT planning permission subject to the conditions and informatives stated in resolution 1b) above.

# Planning Committee

6th October 2009

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**60. PLANNING APPLICATION 2009/157/FUL –  
56 HITHER GREEN LANE, BORDESLEY**

Erection of Front Porch

Applicant: Mr N Jinks

**RESOLVED that**

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

**61. PLANNING APPLICATION 2009/160/FUL –  
THE CORN STORES, 360 EVESHAM ROAD, CRABBS CROSS**

Demolition of existing retail and storage buildings,  
construction of new retain unit and associated  
parking

Applicant: Mr M Siviter

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

**RESOLVED that**

**having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the report but with condition 8 amended, an additional Condition 9 and an additional informative 4, all as detailed below:**

- “8. Use approved to be limited to sale of pet, animal and bird feeds, garden and fishing tackle supplies only.**
- 9. Details of Bat roost opportunities / Bat boxes to be submitted for the prior written approval of the Local Planning Authority. Works to be carried out in accordance with approved details.**

**Informative**

- 4. The Applicant should be aware that Planning Permission, if granted, does not absolve them from complying with the relevant law, including obtaining and complying with the terms and conditions of any licences required as described in Part IV B of Circular 06/2005 (Biodiversity and Geological Conservation).”**



# Planning Committee

6th October 2009

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(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillors Enderby and Hunt declared minor personal but not prejudicial interests in view of the fact that they had been regular customers at the Store.)

## 62. INFORMATION REPORT

The Committee received an item of information in relation to the outcome of an appeal against a Planning decision in respect of a variation to Condition 2 of Planning Permission 2006/537 (71 to 75 Bridley Moor Road). Members noted that the appeal had been ALLOWED.

**RESOLVED that**

**the item of information be noted.**

The Meeting commenced at 7.00 pm  
and closed at 7.44 pm

.....  
CHAIR





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# Standards

## Committee

30th September 2009

### Minutes

**Present:**

**Independent Members:**

D Andrews (Chair) and B Warwick

**Borough Council Members:**

Councillors A Clayton, Field, Mould and Norton

**Parish Council Members:**

Councillor J James

**Officers:**

S Mullins (Monitoring Officer)

**Committee Officer:**

I Westmore

**9. APOLOGIES**

Apologies for absence were received on behalf of Councillors Fry and Pearce and Mr M Collins.

The Committee was informed that, unfortunately, Feckenham Parish Councillor J Matthews had decided to stand down from the Committee as he did not feel that he was able to devote sufficient time to the role.

**10. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**11. MINUTES**

**RESOLVED that**

**the minutes of the meeting of the Committee held on 24th June 2009 be confirmed as a correct record and signed by the Chair.**

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Chair

**12. MATTERS ARISING**

A member of the Committee asked Officers whether all Councillors had submitted updated Register of Interest forms following the Annual Meeting of the Council in May. The consequences of not returning an updated form were sought.

The Monitoring Officer confirmed that two Councillors, including one member of the Standards Committee, had not submitted updated forms as yet. It was stressed that Members were required to notify the Council of updates or changes to their registerable interests. However, no sanctions would be applied in respect of annual reissues as these were primarily a local convention provided as an assistance to elected members and intended to pick up amendments and changes of circumstance. Providing registerable interests had not changed, the Councillor would not have breached the Council's Code of Conduct.

The Monitoring Officer outlined her intention to follow up the matter with the Members' Services Officer and, directly or indirectly, the Members concerned.

The Chair informed the Committee that she and the Vice Chair had attended a recent meeting of the Planning Committee. This followed discussion at the previous meeting around the conduct and procedure at earlier Planning Committee meetings. The Chair reported that the meeting had been well chaired, members of the Planning Committee had conducted themselves properly, the procedure was clear and the public seemed well-informed and able to follow proceedings.

Councillor Norton informed the Committee that he, along with other elected Members from the West Midlands region, had attended a Standards Board for England Focus Group since the previous meeting.

**13. MEMBERS' PLANNING CODE OF GOOD PRACTICE**

The Monitoring Officer advised the Committee that the Planning Code of Good Practice required updating to remain in line with the changing role of Members in the Planning process. One of the more significant developments had been the recent guidance on pre-application discussions involving elected Members. Generally the new Code sought to prevent Members succumbing to the more common pitfalls associated with the planning process.

There was no desire to stifle the Council's role as a place-shaper but there was a wish to avoid the cause for complaint to the

# Standards Committee

30th September 2009

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Standards Committee. It was proposed that the draft Code be referred to the Planning Committee for its consideration.

Members welcomed this updated guidance and the clarification it might provide on the known areas of difficulty for Councillors such as invitations to visit application sites and other forms of lobbying from interested parties. In response to a query over the precise terminology used in the Code (the word 'excessively' in this case) the Monitoring Officer indicated that the choice of terms and their interpretation might vary according to the circumstances of a case and the nature of the Members concerned. Furthermore, it was conceded that there was still a fine balance to be struck between the place-shaping role of an individual Councillor and their role as a representative of their Wards particularly where they were on the Planning Committee.

## **RESOLVED that**

- 1) **the draft Code be referred to the Planning Committee;**
- 2) **that, if the Planning Committee suggests no substantive changes to the draft Code, the Code be recommended to Council for approval; and**
- 3) **that, if the Planning Committee suggests substantive changes, the draft Code be brought back to this Committee for further consideration, prior to recommendation on to Council.**

## **14. STAKEHOLDER TRACKER 2009 (SATISFACTION WITH THE STANDARDS BOARD FOR ENGLAND AND ATTITUDES TO THE ETHICAL ENVIRONMENT)**

The Committee received and considered a report detailing the findings of a satisfaction survey prepared for the Standards Board for England. The information was derived from a postal survey of all manner of local authorities.

Councillor Norton indicated that the information compiled was comparable to that being sought at the Focus Group which he had attended. The Monitoring Officer informed Members that the Standards Board did provide a professional helpline which was of use to practitioners but admitted that in other respects the Board was not necessarily as supportive and helpful as might be hoped.

## **RESOLVED that**

**the report be noted.**

**15. REVIEW OF THE LOCAL ASSESSMENT PROCESS**

The Monitoring Officer provided an oral report in respect of the local assessment process for complaints, making particular reference to the one case that had been considered during the course of the previous year by the Assessment Sub-Committee.

The Monitoring Officer accepted that the initial case had been a learning process and had thrown up a number of points that may need addressing in due course. These were:

- a) length of time the process took – it had been a very protracted process;
- b) a lack of clarity as to what was involved in the process and how long each stage should take;
- c) the standard letters in the Standards Committee Toolkit needed amending;
- d) it would be more sensible to have the Monitoring Officer rather than the Chair of the Sub-Committee as the signatory of the decision letter, primarily for administrative reasons;
- e) a guide was needed to the process for both Members and Officers;
- f) there was a need to keep all relevant parties involved and informed during the course of a complaint; and
- g) there was a need to be clear as to the role of each person and each Sub-Committee in the process.

The Committee agreed with the points raised by Officers. It was noted that there was a resource issue that had been highlighted by this first hearing. The reasons for the length of time involved in disposing of this case were recognised by Members, but it did suggest that additional resources might be required should a more complex case or more than a single case at one particular time be referred to the Committee. It was also noted that the case in question had raised issues of due diligence on the part of all Council Members, a point that had been reflected in the response of the Sub-Committee to the finding of the investigation.

The Chair of the Committee commented that it had been difficult to assess the complaint at the initial stage given the information available and the relative unfamiliarity of Members with the process. It was proposed that Officers involved in undertaking a case might keep the Members involved and the wider Standards Committee informed of progress. In respect of the detail of this particular case it was noted that some Councils recorded the proceedings of their formal meetings, a practice which, it was suggested, might be considered at Redditch. Officers were of the opinion that this was not currently possible in the Civic Suite.

# Standards

## Committee

30th September 2009

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### **RESOLVED that**

- 1) **the oral report be noted;**
- 2) **the learning points a) to g), listed above, be addressed in due course by the Monitoring Officer; and**
- 3) **the Monitoring Officer write to all Members of the Council outlining the learning points arising from the review of the assessment process, including to the need to exercise due diligence in the making of public statements.**

### **16. CHAIR'S / MEMBERS' REPORTS**

There were no additional reports from the Chair or other Members of the Committee.

### **17. PARISH COUNCIL REPORT**

Parish Councillor James informed the Committee that the Parish Council was in the process of co-opting a Councillor onto their Council to fill a vacancy that had arisen. It was suggested that ex-Borough Councillor Pulsford might be appointed to the position.

### **18. WORK PROGRAMME**

The Monitoring Officer proposed that the December meeting be used to host a visit from members of another Standards Committee. It was suggested that the Committee could benefit from the wealth of experience gained by the neighbouring authority of Bromsgrove. The Monitoring Officer undertook to seek the names of leading Standards Committees in the region from the Standards Board.

It was proposed that further items to be added to the December meeting were items regarding guidance on both Joint Standards Committees and also on Dispensations.

### **RESOLVED that**

**subject to the comments in the preamble, above, the Work Programme be noted.**

# Standards Committee

30th September 2009

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## 19. URGENT BUSINESS - REQUEST FOR DISPENSATION FROM FECKENHAM PARISH COUNCIL MEMBERS

The Chair advised that she had accepted an urgent item of business in respect of a request that had been received from the Clerk of Feckenham Parish Council for a dispensation for all of the Members of the Parish Council.

The Monitoring Officer reported that the Parish Council had received a grant request from the Fecknham Village Amenity Trust (the Trust) at the last meeting of the Council. All Feckenham Parish Councillors immediately became Trustees of the Trust on taking up office as Parish Councillors, meaning that all Members present had a personal and prejudicial interest in the matter before them. A dispensation for this very reason had been approved by the Borough Council for the Parish Council on 15th April 2002 under previous legislation.

New regulations had come into force on 15th June 2009 and these were tabled for Members of the Committee along with guidance from the Standards Board relating to the interpretation of these new regulations.

The Monitoring Officer informed the Committee that the request for dispensation was not in compliance with the guidance inasmuch as the Members of the Parish Council had not made individual requests for dispensation as was required. However, the Monitoring Officer advised that it was reasonable to accept the request from the Clerk as the interest was not personal to each of the Parish Councillors and there had been no dissenting voices from this course of action at the Parish Council meeting.

Members considered the matter in some detail but were content to grant the dispensations. They took into account the previous dispensations and the fact that the circumstances of the case had not materially altered since that earlier occasion. The Monitoring Officer noted that she intended to provide guidance for all Members on dispensations and would bring draft guidance back to a future meeting of the Committee for consideration.

### **RESOLVED that**

**under Section 81 of the Local Government Act 2000 the Council remove from all current and future members of the Feckenham Parish Council for a period of four years from the granting of the dispensation the disability imposed on them in relation to conducting any business relating to the Feckenham Village Amenity Trust because the number of members of the**



# Standards

## Committee

30th September 2009

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**Parish Council who would be disabled at any one time would be so great a proportion of the whole as to impede the transaction of business.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Parish Councillor James declared a personal and prejudicial interest in view of her position on the Parish Council and, consequently, the Feckenham Village Amenity Trust and withdrew from the meeting.)

The Meeting commenced at 7.05 pm  
and closed at 8.29 pm

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Chair

