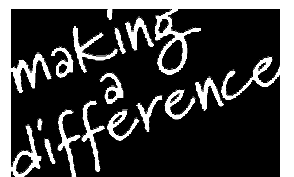


additional papers 1

Overview and Scrutiny Committee

Tue 23 Jul
2013
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

**J Bayley and M Craggs
Democratic Services Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Ext: 3268 / 3267) Democratic Services Officer Fax: (01527) 65216
e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
michael.craggs@bromsgroveandredditch.gov.uk**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.



Overview and Scrutiny

Committee

Tuesday, 23rd July, 2013

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: David Bush (Chair) Carole Gandy
Gay Hopkins (Vice-Chair) Alan Mason
Andrew Brazier Yvonne Smith
Simon Chalk Pat Witherspoon
Andrew Fry

5. Promoting Sporting Participation - Monitoring Update Report

(Pages 1 - 18)

Head of Leisure and Cultural Services

To consider an update on the action that has been taken to implement recommendations made by the Promoting Sporting Participation Task Group in May 2012.

(Report attached)

All Wards

7. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme

(Pages 19 - 24)

To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Executive Committee's Work Programme are suitable for scrutiny.

(Executive Work Programme attached).

(No Specific Ward Relevance)

Monitoring report on the Promoting Sporting Participation Task Review

Tuesday 23rd July 2013

RECOMMENDATIONS (as agreed by the Executive Committee in June 2012)	Action taken
1) A new independent website be created to promote sport and leisure in Redditch, be maintained and updated on a constant basis, and possess its own domain name to give it its own distinct identity	<p>The Leisure Webgroup has been a key driver for the services webpages over the last 12 months. Not all has gone well, but generally much improvement has been made.</p> <p>Encouraging staff to understand the importance and profile of the website and to recognise the benefits and impact these pages have on their own services and service delivery.</p> <p>With the help and support of the ICT Webteam Officers have been able to refresh the Leisure site with new look pages, giving easier navigation, accurate and up-to-date information as much as possible, re-creating existing pages and incorporating new pages, including Pitcheroak Golf Course and new Events listing pages.</p> <p>The Star rating system continues to feed into service teams and used both for improving pages and identifying customer needs. You will see from the chart below that although there hasn't been a significant increase in 4 star ratings (generally customers do not comment when satisfied), the reduction in 1 star ratings is clear.</p>

Star Ratings on Council Website for Leisure and Culture
2013 January - July

Month	1 star	2 star	3 star	4 star
January	5	2	2	3
Feburary	3	0	0	4
March	2	1	1	0
April	3	1	0	2
May	1	1	0	0
June	2	1	0	2
July	1	0	0	0
Totals	17	6	3	11

Further information about the action that has been taken in response to this recommendation has been provided in Appendix A to this report.

2) Officers undertake a review into the possibility of creating new branding for Redditch Sports and Leisure to help compliment the new independent website; and that the Council create a competition for local students to design the new branding.

Joint logos have been looked at on staff uniforms. However, both group leaders agreed that there were to be no separate team logos.

3) The Council look to maximise the benefits of parks and green spaces in Redditch by introducing more informal games areas and additional equipment to help increase sporting participation and physical activity in the local area

There are 4 agreed projects in regard to introducing informal games areas and additional equipment to increase sporting participation;

Disc Golf-

The 9 hole disc golf course opened on 14th June with an Inter school competition between Roman Way and Matchborough First Schools.

The course is the 36th permanent course in the Country and one of only 12 'free to play' courses.

Disc golf is played in over 40 countries and ideal for families.

The Disc Golf course as our largest and most recognisable project acted as a great launch for the project as a whole and received very positive press coverage.

Multi Use Games Zones-

Templates have been designed to mark out multi use sports grids in various parks and green spaces throughout the borough, the concept is a multi coloured bright grid marked directly onto grass that will enable football, touch rugby, american football, volleyball (type) games to be played.

The grids will be marked in the summer school holidays and promoted through local media.

Outdoor table tennis-

Three outdoor table tennis tables are due to be installed w/c 22nd July at Morton Stanley Park, two tables will be the traditional size and design and one a circular table, will provide for up to 8 players to play in the round and will provide great stimulus for signposting to local clubs.

Orienteering-

The project team are currently working with a local orienteering club to improve our current orienteering routes, there are great plans to develop orienteering locally and initial events have been well received and attended.

The new stimulus will include specific 'art' based stations that will encourage entry level courses ideal for families with young children and provide key focus points for walking and exercise within the natural environment.

<p>4) The Council gives it full support to the introduction of new events to promote sport and physical recreation, individual sports clubs and increased sporting participation in Redditch</p>	<p>Following a highly successful 2012 inspired event last summer at the Abbey Stadium, a club promotion event will take place at the end of September at Arrow Valley Lake, with the chance to promote park run, the lakeside clubs and physical activity. Following feedback from last year, the many clubs that attended had a positive response, but many who attended the Abbey Stadium were already sporty, so we have took the project to the lake to try and encourage more new users to attend and increase sports club membership. Working this year with the arts and events team, the event will be a day of performance, demonstrations and freebies from local clubs and organisations. This year we will also invite local health based organisations to encourage people to live a healthy, active lifestyle.</p> <p>We have also added our local sports coaches to the arts team events such as street theatre, to promote clubs and activity, as many people who do not engage in physical activity attend the arts and music based events.</p>
<p>5) The Council work closely with NEW College to enable its students the opportunity to support these new sporting events on a voluntary basis.</p>	<p>Following the successful appointment of the BRAVO Volunteering Coordinator (BRAVO - Bromsgrove and Redditch Active Volunteering Opportunities), we now have support information, branding and t-shirts for all volunteers. We have a database of opportunities and following our initial partnership development period, are now creating a publicity campaign. We have secured a strong link with NEW College, with 180 students attending the sportmakers programme and have a programme in place to start sports coaching placements in schools with sport students in September, We have also developed links with the adult learning department and will be supplying placement for adults with disabilities from September. Working closely with Chadsgrove Special School, we are designing an inclusive volunteering pathway to cater for all the needs of people with disabilities to ensure they have a positive experience. We have a sports coaching apprentice in post, who attends NEW College and this has been very positive. He has completed all of his basic coaching qualifications and will now be attending courses to become a qualified rugby, multi skills and athletics coach.</p> <p>For further information about BRAVO please refer to the <i>BRAVO Volunteer Handbook</i>, attached as the second appendix to this report.</p>

Appendix A

Current Status

Redditch website has continued to be refined by:

- 1) reducing the amount of pages in the website, by looking at pages and asking if they have value to the customer;
- 2) promoting the visibility of “high value” pages and moving low value pages that we have to publish as a Council but are of little use to people accessing sport and leisure facilities;
- 3) reducing the amount of clicks required to find services;
- 4) increasing the search engine accuracy (both inside the site and also with engines like Google and Bing) by adding accurate and unique Meta tags and descriptions; and
- 5) branding sections to suit the service requirements – which includes the first time we have branded part of the website **without** the Council headers - <http://Wellbeinginpartnership.co.uk> points to a page inside the Council website.

Statistics of website as a whole 2012:

Uptime: 99.99% (1 hour 14 minutes downtime during payments upgrade)

Pages Delivered/Visitors: 684,240 pages to 135,289 people.

Sports & Leisure Specifics

Leisure has had monthly meetings to monitor, discuss and develop their pages/content/online strategy. As a result they have

- 1) had more than a dozen people trained to be able to edit content on the website on top of the current authors;
- 2) decreased their pages by about 10%;
- 3) increased customer feedback implementation and communication by using the star rating system for monitoring;
- 4) decreased response time in updating pages and content; and
- 5) increased monitoring of satisfaction and use to help target events and promotions.

Summary of Leisure Statistics 2012:

Looking through the leisure sections’ statistics it can be seen that there has been a huge increase in mobile device access (predominantly iPhone and iPad). For the first time people are finding the Council from social media (reading a tweet and following links to the Council’s website).

Leisure has seen a rise in time spent on a page and also a reduction in page “bouncing” which suggests people are seeing the correct page more (and not bouncing straight to another page to try to find the information they actually wanted) and then reading the page.

This all points to a slow but steady improvement, which has been slow due to lack of resources in Sport and Leisure, to pursue faster and more radical changes.

Future Plans

With the current website **C**ontent **M**anagement **S**ystem (CMS) going end of life in early 2015 Officers have started to make a list of requirements for what the Council will chose for a replacement.

Leisure has been to site visits to see some of the choices available and see if their requirements are within the bounds of that system.

So far Officers have found that most modern CMS will perform the functions desired in the multi-platform environment that will be required with mobile device and home computers alike and that the new systems should be able to treat each department as a “mini-site”.

Leisure/Sports would also like to redesign their content to fit the more modern design of “task based” (i.e. “Football” or “Swimming”) as sections and this design can then drive the content move from the old to the new system and also any online systems can be developed to meet changing requirements as part of the transformation process. This should include developing the booking and payment systems to work better for the service in a more modern and stable way.

Summary

All teams involved in the CMS choices will be looking at a platform which best supports their needs and requirements for the next few years and also all teams will be involved in the content move and design of their own sections. This will hopefully lead to an outcome most like the requested independent website which was discussed.

The Web Team will be coordinating and making the plans come to life but trying not to influence the outcome while giving guidance and ideas as to what can be done and how it can be managed.

Issues to overcome in the future:

- 1) the resources required to manage systems/content more quickly;
- 2) using Social media and other promotional tools to interact better and in a more targeted fashion;
- 3) having a robust and integrated system for paying and booking;
- 4) making things easier to find and understand;
- 5) branding events to help public awareness; and
- 6) developing content and content authors.

Final note: the current website redesign and content re-work, along with increased Social media use through the communications team, was an intermediate step to see if Leisure could cope with the amount of work required to manage on a day to day basis. I think this has proved that while the work is not outside the capabilities of the leisure teams, it is probably more resource intensive than they first thought and would need to be designed to take into consideration the amount of time or importance of this type of work.

bravo

bravo

Bravo Volunteer Handbook

(Bromsgrove and Redditch Active Volunteering Opportunities)

Bromsgrove District Council
www.bromsgrove.gov.uk

BUILDING PRIDE

SPORTS PARTNERSHIP
HEREFORDSHIRE & WORCESTERSHIRE

EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT

REDDITCH DISTRICT
222
making difference
www.redditch.gov.uk



Welcome to BRAVO

Why Volunteer?

Volunteering can be a rewarding experience and will enable you to:



We want a great bank of enthusiastic volunteers to help your local clubs, groups and events run smoothly and make your area a hive of activity!

Volunteering can be really enjoyable and with BRAVO a flexible programme is really easy to achieve including a wide variety of placements for you to choose from. Such as IT support for clubs to assistant coaches to health guidance for older people!





How does the BRAVO programme work?

The Steps!



If you would like more information then please call Gemma on 01527 881 681 or email: gemma.dyer@bromsgroveandredditch.gov.uk





Volunteers at BRAVO - Recognition and Involvement

Being a volunteer for BRAVO you could gain experience in clubs, groups and organisations that you may never have had the chance to access before, we have opportunities in a wide variety of areas:



Rewards

The opportunity for rewards will be given to those nominated as being outstanding volunteers such as assistance with coaching qualifications, Marketing, First Aid and Business courses. If your placement involves a sports club then we can help by working with the club in order to assist with coaching bursaries or marketing courses. That way you get a reward for your hard work and so does the club you are with.





What's in it for you?

Just for fun

Volunteering through BRAVO can just be for fun. It could allow you to meet new people and form friendships with people that have similar interests to you!

Who am I?

Volunteering gives you the opportunity to try a variety of different placements and experience lots of different roles. If you are wondering what you are interested in or if you are yet to decide on a career path volunteering can help. This may help you make the decision that could determine the rest of your life. Volunteering gives you the opportunity to try different clubs by being involved in a different way!



Develop Me

By volunteering through BRAVO you can become eligible for training and courses and also funding for your host club/organisation. Volunteering looks great on your CV and many employers value voluntary work. If you are thinking of going to university and want to stand out from the crowd, doing some volunteering could help you land that university place by enhancing your personal statement to include some interesting work and potentially extra skills and qualifications.





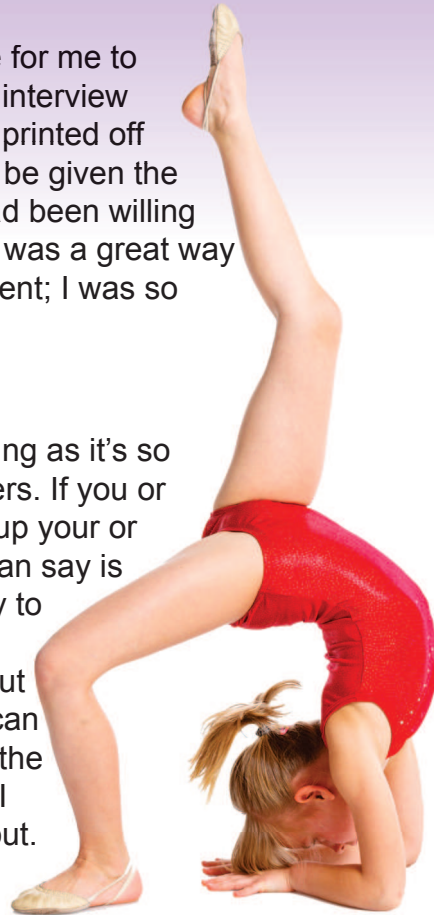
Case Studies

Sarah Pitt – Volunteered at Bromsgrove Gymnastics Club

'I was asked by Andrea Paice Head Coach if I would become the deputy welfare officer at the club on a voluntary basis. This was my chance to give something back to the club and log my hours with sports makers; a London 2012 volunteering legacy delivered through the Sports Partnership Herefordshire and Worcestershire.

In November 2012 I decided it was time for me to return to paid employment so when the interview date came I took all my certificates and printed off my voluntary hours and I was thrilled to be given the job. My new employer said because I had been willing to give up my own time to help others it was a great way to start me back into the work environment; I was so happy!!!!

I would definitely recommend volunteering as it's so rewarding knowing you are helping others. If you or anybody you know is thinking of giving up your or their own time to help others, all that I can say is go for it. It's very rewarding, a great way to meet new people, develop confidence and have new experiences. I still help out at Bromsgrove Gymnastics Club and I can not thank Andrea enough for giving me the chance to prove I am capable of things I never thought I would be able to carry out.





Gemma Babb – Keep on Moving and Boccia Volunteer

I was a former student of Chadsgrove School where I now volunteer one day a week where I am based in a classroom generally helping and working with the junior aged pupils. It was from Chadsgrove that I was introduced to “Keep on Moving” an inclusive multi sports session aimed at 16+ adults in February 2008, first as a participant and then taking the role of secretary. When Boccia, which is a Paralympic sport very similar to bowls started I also become secretary for that club.

These voluntary activities add structure to my week and I get out and about and meet different people both as a volunteer and socially. I also input data for the Bromsgrove Walks for Health programme. This has helped my I.C.T. skills and increased my confidence all round, both on the phone and on a personal level.

Gemma was a finalist in the 2010 Bromsgrove Sports Awards as Volunteer of the Year and has since become a qualified sports leader in Boccia.





Vince Rollason (60) – Park Run and Bromsgrove Athletics Club Volunteer

Vince has been involved in athletics since he was 11, competing at junior and master international level.

He currently coaches young athletes at Bromsgrove and Redditch Athletics Club every Tuesday and Thursday. He obtained relevant coaching awards to assist young athletes in their development and pass on 50 years of running experience

Vince also assists at Arrow Valley Park Run which is a timed weekly 5km event for all abilities every Saturday morning to encourage people to take part in and enjoy an informal running event. Vince says:

“Volunteering in my working life provided me the opportunity to extend my knowledge of social issues and assist people further. In my sporting life it enables me to work with a group of young athletes and pass on information that I have acquired in nearly 50 years in the sport!

“I would recommend volunteering to anyone as you will not only assist others but also enjoy yourself”

“Volunteering has been a good thing as it has helped me develop relationships in my work and private life. It has given me the opportunity to help people achieve their potential whilst giving me great personal satisfaction. There is a shared sense of achievement with the people I have worked with”





Code of Conduct for Coaching/Support Volunteers

All volunteers agree to:

- Work cooperatively in a courteous and respectful manner with other BRAVO volunteers, participants, families and any other faculty and staff.
- Present yourself as a role model in dress, manners, conduct, appearance, and actions during all BRAVO events.
- Provide an environment free of harassment and discrimination where everyone is treated with respect, fairness and equity.
- Use, respect and care for all property used.
- Follow all guidelines laid down by the placement provider/ organisation
- Respect young people's opinions when making decisions about their participation
- Report any concerns that you have in relation to a young person following the reporting procedures of your employing body.
- Attend all planned events that you have agreed to – support your community.
- Provide advanced notice (to the appropriate individual) of any absences or late arrival to any sessions you are involved in.
- Work in an open environment, being visible and identifiable
- Give enthusiastic and constructive feedback
- Encourage participants to speak openly
- Represent the BRAVO initiative with pride and dignity.
- Be well prepared
- Have fun and enjoy being a part of your local community

Complying with the Code of Conduct is a condition of participating as a volunteer; therefore adhering to the Code will ensure that your conduct is of the standard expected. Any rewards and incentives are based upon adhering to the above points and are at discretion of the placement and BRAVO personnel.





Thank You

No matter how small your contribution to your local community every little helps in terms of supporting clubs, groups and organisations. Thank you for volunteering, your time and efforts are really appreciated and ultimately will make a massive difference to the lives of others!



EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

1 August 2013 to 30 November 2013

(published as at 12th July 2012)

This Plan gives details of items on which key decisions are likely to be taken in the coming four months by the Borough Council's Executive Committee.

(NB: There may be occasions when the Executive Committee may make recommendations to Council for a final decision. e.g. to approve a new policy or variation to the approved budget.)

Whilst the majority of the Executive Committee's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains confidential, commercially sensitive or personal information. This is called exempt information. Members of the public and media may be asked to leave the meeting when such information is discussed.

If an item is likely to contain exempt information we show this on the Work Programme. You can make representations to us if you consider an item or any of the documents listed should be open to the public.



www.redditchbc.gov.uk

This Work Programme gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months.

“Key Decisions” are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).

The Work Programme is available for inspection free of charge at the Town Hall, Walter Stranz Square, Redditch, B98 8AH from 9am to 5pm Mondays to Fridays; or on the Council's website (www.redditchbc.gov.uk).

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: democratic@bromsgroveandredditch.gov.uk

The Executive Committee's meetings are normally held every four weeks at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527) 64252, ext: 3269 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you.

The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Bill Hartnett	Leader of the Council and Portfolio Holder for Community Leadership & Partnership
Councillor G Chance	Deputy Leader and Portfolio Holder for Planning, Regeneration, Economic Development, Public Transport
Councillor John Fisher	Portfolio Holder for Corporate Management
Councillor Rebecca Blake	Portfolio Holder for Community Safety & Regulatory Services
Councillor Mark Shurmer	Portfolio Holder for Housing
Councillor Debbie Taylor	Portfolio Holder for Local Environment & Health
Councillor Phil Mould	Portfolio Holder for Leisure & Tourism
Councillor Michael Braley	
Councillor Carole Gandy	

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Financial Reserves Statement 2012/13 Key: No	Council 22 July 2013		Report of the Head of Finance and Resources	S Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
Council Plan Key: No	Council 22 July 2013		Report of the Head of Business Transformation	R Dunne, Policy Manager Tel: 01527 881616
Consolidated Revenue Outturn - Financial Year 2012/13 Key: Yes	Executive 30 Jul 2013		Report of the Head of Finance and Resources	S Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
Borough of Redditch Local Plan No. 4 Key: No	Executive 2 Sep 2013 Council 9 Sep 2013		Report of the Head of Planning and Regeneration	E Baker, Acting Development Plans Manager Tel: 01527 64252 ext 3034
Changes to Scheme of Fees and Charges for Non-Statutory Planning Advice Key: Yes	Executive 2 Sep 2013 Council 9 Sep 2013		Report of the Head of planning and Regeneration	A Rutt, Development Control Manager Tel: 01527 64252 ext 3374
County Air Quality Action Plan Key: Yes	Executive 2 Sep 2013 Council 9 Sep 2013		Report of the Head of Regulatory Services	M Cox, Senior Practitioner, Pollution Tel: 01527 881392

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Voluntary and Community Sector Grants Programme 2014/15 Key: Yes	Executive 17 Sep 2013 Council 14 Oct 2013		Report of the Acting Head of Community Services	D Hancock, Voluntary Sector Grants Co-ordinator Tel: 01527 64252 ext 3015
Assistive Technology Key: Yes	Executive 17 Sep 2013		Report of the Acting Head of Community Services	J Willis, Acting Head of Community Services Tel: 01527 64252 ext 3284
Job Evaluation Key: Yes	Executive		Report of the Head of Finance and Resources	B Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Plymouth Road Cemetery Key: No	Executive		Report of the Head of Environmental Services	S Horrobin, Waste Management Manager Tel: 01527 64252 ext 3706
Housing Allocations Policy - Review Key: No	Executive Council		Report of the Head of Housing	L Tompkin, Head of Housing Tel: 01527 64252 ext 3304
Tenancy Policy Key: No	Executive		Report of the Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services)	

