

additional papers 1



Overview and Scrutiny Committee

Thu 9 Jan
2014
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

*making
a
difference*

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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 A Scarce
Democratic Services Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 Ext: 3268 / 881443 Fax: (01527) 65216
e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
a.scarce@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

Thursday, 9th January, 2014

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

(Pages 1 - 8)

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.

(Minutes attached Executive Work Programme to follow).

(No Specific Ward Relevance)

EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

3 February 2014 to 30 May 2014
(published as at 2 January 2014)

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.



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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; or**
- (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 Greg 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 Juliet Brunner	
Councillor Brandon Clayton	

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
Polling Station Review Key: Yes	Executive 14 Jan 2014 Council 27 Jan 2014		Report of the Head of Legal, Equalities and Democratic Services	Sue Mould, Electoral Services Manager Tel: 01527 881462
Council Tax Support Scheme Key: Yes	Executive 14 Jan 2014 Council 27 Jan 2014		Report of the Head of Customer Access and Financial Support	David Riley, Revenues Services Manager Tel: 01527 64252 ext 3382
Council Tax Base Key: Yes	Executive 14 Jan 2014		Report of the Head of Customer Access and Financial Support	Sam Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
PSN Compliance Key: No	Executive 14 Jan 2014 Council 27 Jan 2014	It is anticipated that the appendix to this report will be exempt as disclosure of the information might prejudice the Council's ability to obtain best value in procuring goods and services.	Report of the Head of Business Transformation and Organisational Development	Mark Hanwell, ICT Transformation Manager Tel: 01527 881248

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exemption (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Impact of County Council budget decisions Key: Yes	Executive 14 Jan 2014		Report of the Head of Legal, Equalities and Democratic Services	Claire Felton, Head of Legal, Equalities and Democratic Services Tel: 01527 881429
Worcestershire Shared Services - removal of Health and Wellbeing from functional activity of the service Key: No	Executive 14 Jan 2014		Report of the Head of Legal, Equalities and Democratic Services	Clare Flanagan, Principal Solicitor Tel: 01527 64252 ext 3173
Medium Term Financial Plan Key: No	Executive 11 Feb 2014 Council 24 Feb 2014		Report of the Head of Customer Access and Financial Support	Jayne Pickering - Exec Director (Finance and Corporate Resources) Tel: 01527 881207
Fees and Charges Key: No	Executive 11 Feb 2014 Council 24 Feb 2014		Report of the Head of Customer Access and Financial Support	Sam Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
Housing Revenue Account Initial Estimates / Rent Setting 2014/15 Key: No	Executive 11 Feb 2014 Council 24 Feb 2014		Report of the Head of Housing / Head of Customer Access and Financial Support	Sam Morgan, Financial Services Manager Tel: 01527 64252 ext 3790

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
Independent Remuneration Panel for Worcestershire District Councils - Annual Report and Recommendations for 2014/15 Key: No	Executive 11 Feb 2014 Council 24 Feb 2014		Report of the Independent Remuneration Panel for Worcestershire	Sheena Jones, Democratic Services Manager Tel: 01527 64252 ext 3257
Planning Response to the draft Birmingham Development Plan Key: No	Executive 11 Feb 2014 Council 24 Feb 2014		Report of the Head of Planning and Regeneration	Stacey Green, Development Plans Officer Tel: 01527 881342
Gym Extension - Abbey Stadium Sports Centre Key: No	Executive 11 Feb 2014		Report of the Head of Leisure and Cultural Services	John Godwin, Head of Leisure and Cultural Services Tel: 01527 881762
Setting of the Council Tax 2014/15 Key: No	Executive 24 Feb 2014 Council 24 Feb 2014		Report of the Director of Finance and Resources	Jayne Pickering - Exec Director (Finance and Corporate Resources) Tel: 01527 881207
Quarterly Monitoring of Write-offs - Third Quarter 2013/14 Key: Yes	Executive 11 Mar 2014		Report of the Head of Customer Access and Financial Support	Amanda de Warr, Head of Customer Services Tel: 01527 64252 ext 3177

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
Job Evaluation Key: Yes	Executive			Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Tenancy Policy Key: No	Executive			Derek Allen, Strategic Housing Manager Tel: 01527 881278
Worcestershire Telecare Assistive Technology Partnership Key: Yes	Executive			Judith Willis, Acting Head of Community Services Tel: 01527 64252 ext 3284
Housing Allocations Policy - Review Key: No	Executive Council			Liz Tompkin, Head of Housing Tel: 01527 64252 ext 3304

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