

additional papers 1



Overview and Scrutiny Committee

Tue 4 Mar
2014
7.00 pm

Committee Room 2
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

**Jess Bayley and Amanda 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

Tuesday, 4th March, 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	

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

(Pages 1 - 14)

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 from 24th February and Executive Work Programme attached).

(No Specific Ward Relevance)



Executive Committee

24th February 2014

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Juliet Brunner, John Fisher, Phil Mould, Mark Shurmer and Debbie Taylor

Also Present:

Councillors Joe Baker, Roger Bennett, Michael Braley, Andrew Brazier, David Bush, Michael Chalk, Andrew Fry, Carole Gandy, Adam Griffin, Pattie Hill, Gay Hopkins, Wanda King, Alan Mason, Brenda Quinney, Yvonne Smith and Pat Witherspoon

Officers:

A-M Darroch, K Dicks, C Flanagan, C Felton, S Jones, S Morgan, J Pickering

Committee Services Officer:

I Westmore

140. APOLOGIES

Apologies for absence were received on behalf of Councillor Brandon Clayton.

141. DECLARATIONS OF INTEREST

There were no declarations of interest.

142. LEADER'S ANNOUNCEMENTS

The Leader advised the Committee that the formal Council Tax resolutions had been circulated as additional papers at the end of the preceding week following receipt of precept levels from other precepting authorities.

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Chair

143. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 11th February 2014 be confirmed as a correct record and signed by the Chair.

144. MEDIUM TERM FINANCIAL PLAN 2014/15 - 2016/17

The Committee considered a report which represented the culmination of the budget setting process for the 2014/15 financial year. As was clarified by Officers, the present report focussed on the initial one year period, following which a further report would be forthcoming that detailed the financial plan for the period to the end of 2016/17.

The background to the budget was explained in some detail, with a demonstration provided showing the very significant fall in central Government Formula Grant funding over recent years. This was at a time when service demand was expected to increase, in part because of the withdrawal of service provision or funding by other public sector partners. Other financial pressures were arising through factors such as the Public Sector Compliance work which the Council was having to undertake, the revaluation of the Abbey Stadium and the costs associated with the Council's Pension Fund.

Given the Council's financial circumstances, only one bid was being recommended and this was in respect of an economic development project being promoted by a number of local authorities but which would have a disproportionately positive impact on Redditch. A significant amount of money was being taken from reserves, savings were to be realised through vacancy management and further savings realised through a six month plan to drive forward transformation. The inclusion £1/2M of unidentified savings was not considered ideal and Officers echoed the concern expressed by the Council's External Auditors around the authority's financial resilience.

It was noted that 2014/15 was going to be a difficult year for public sector finance generally and the Financial Services Team was thanked by the Leader of the Council for the work it had undertaken in preparing a budget. The Committee was also advised that a Council Tax rise of 1.9% was being recommended, a level which would generate an increase in income of over £100K over the previous four years during which Council Tax had remained static. The Leader also noted that the Council would continue to provide free concessionary bus travel before 9.30am, free swimming for the under-16s and over-60s and free car-parking in Council car parks.

Executive Committee

24th February 2014

RECOMMENDED that

- 1) **the bid for £25K for the Eastern Gateway be approved;**
- 2) **the budget for 2014/15 of £11.331M be approved;**
- 3) **the use of earmarked reserves of £1,196K be approved;**
- 4) **the unavoidable pressures detailed in appendix 2 of £335K be approved;**
- 5) **the savings detailed in appendix 3 of £786K be approved;**
- 6) **the Council Tax be increased by 1.9% for 2014/15;**
- 7) **it be noted that at its Executive Committee meeting on the 14th of January 2014 Council calculated the following amounts for the year 2014/15 in accordance with regulations made under Section 33 (5) of the Local Government Finance Act 1992:**

a) **24,656.96**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year (item T in the formula in Section 31B of the Local Government Finance Act 1992 as amended (the 'Act'));

b) **Feckenham Parish – 364.78**

being the amount calculated by the Council, in accordance with regulation 6 of the regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate (item TP in the formula in Section 34(3) of the Act);

- 8) **the following amounts be now calculated by the Council for the year 2014/15 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:**

a) **£88,769,043**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account the precept issued by Feckenham Parish Council.

(2014/15 Gross General Fund Expenditure)

b) **£83,504,930**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(2014/15 Gross General Fund Income)

c) **£5,264,113**

being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).

(2014/15 Council Tax Requirement)

d) **£213.49**

being the amount at 2 (c) above (item R) divided by the amount at 1 (a) above (item T), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of Council Tax for the year (including parish precept).

(The average amount Band D properties pay for Redditch Borough Council services)

e) **£8,300**

being the aggregate amount of all special items (Parish precepts) referred to in Section 34 (1) of the Act;

(Feckenham Parish Precept)

f) **£213.16**

being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) (item T) above, calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of Council Tax for dwellings in those parts of the area to which no special item relates.

(The amount Band D properties pay (except within the Parish of Feckenham) for Borough Council Services)

g) **£235.91**

being the amount given by adding to the amount at 2(f) above, the amount of the special item relating to the Parish of Feckenham, divided by the amount in 1(b) above (item TP), calculated by the Council, in accordance with Section 34

Executive Committee

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(3) of the Act, as the basic amount of its Council Tax for the year for dwellings in the Parish of Feckenham;

(The amount Band D properties pay within the Parish of Feckenham for Borough Council Services including the Parish Precept)

h)

Valuation Band	Proportion of Band D tax paid	Part of Council's area	
		Parish of Feckenham £	All other parts of the Councils area £
A	6/9	157.27	142.10
B	7/9	183.49	165.79
C	8/9	209.70	189.47
D	1	235.91	213.16
E	11/9	288.34	260.53
F	13/9	340.76	307.89
G	15/9	393.18	355.26
H	18/9	471.82	426.31

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands;

- 9) **it be noted that, for the year 2014/15, Worcestershire County Council, the Police & Crime Commissioner for West Mercia and Hereford and Worcester Fire and Rescue Service have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:**

Executive Committee

24th February 2014

Valuation Band	Proportion of Band D tax paid	Precepting Authority		
		Worcestershire County Council £	Police & Crime Commissioner for West Mercia £	H & W Fire & Rescue Authority £
A	6/9	706.15	121.52	50.04
B	7/9	823.84	141.77	58.38
C	8/9	941.53	162.02	66.72
D	1	1,059.22	182.28	75.06
E	11/9	1,294.60	222.78	91.74
F	13/9	1,529.99	263.29	108.43
G	15/9	1,765.37	303.80	125.10
H	18/9	2,118.44	364.55	150.11

- 10) having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2014/15 for each of the categories of dwellings shown below:

Valuation Band	Proportion of Band D tax paid	Part of Council's area	
		Parish of Feckenham £	All other parts of the Council's area £
A	6/9	1,034.98	1,019.81
B	7/9	1,207.48	1,189.78
C	8/9	1,379.97	1,359.74
D	1	1,552.47	1,529.72
E	11/9	1,897.46	1,869.65
F	13/9	2,242.47	2,209.60
G	15/9	2,587.45	2,549.53
H	18/9	3,104.92	3,059.41

- 11) the level of General Fund balances to be utilised in 2014/15 be zero;
- 12) the Council's relevant basic amount of Council Tax for 2014/15 is not excessive in accordance with the principles determined for the year by the Secretary of State under Section 52ZB Local Government Act 1992; and

**Executive
Committee**

24th February 2014

- 13) as the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2014/15 is excessive and the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Act 1992.

The Meeting commenced at 7.00 pm
and closed at 7.34 pm

.....
Chair

EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

3 April 2014 to 31 July 2014

(published as at 3 March 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.

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

Councillor Greg Chance

Councillor John Fisher

Councillor Rebecca Blake

Councillor Mark Shurmer

Councillor Debbie Taylor

Councillor Phil Mould

Councillor Juliet Brunner

Councillor Brandon Clayton

Leader of the Council and Portfolio Holder for Community Leadership & Partnership

Deputy Leader and Portfolio Holder for Planning, Regeneration, Economic Development, Public Transport

Portfolio Holder for Corporate Management

Portfolio Holder for Community Safety & Regulatory Services

Portfolio Holder for Housing

Portfolio Holder for Local Environment & Health

Portfolio Holder for Leisure & Tourism

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
Joint Property Vehicle Key: Yes	Executive 11 Mar 2014 Council 31 Mar 2014		Report of the Head of Customer Access and Financial Support	A de Warr, Head of Customer Access and Financial Support, Tel: 01527 64252 ext 3177
Grants Programme 2014/15 Key: Yes	Executive 11 Mar 2014		Report of the Head of Community Services	J Willis, Acting Head of Community Services Tel: 01527 64252 ext 3284
Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision Policy Key: Yes	Executive 11 Mar 2014		Report of the Head of Customer Access and Financial Support	S Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
Pay Policy 2014/15 Key: Yes	Executive 11 Mar 2014 Council 31 Mar 2014		Report of the Executive Director, Finance and Resources	J Pickering, Exec Director (Finance and Corporate Resources) Tel: 01527 881207
Customer Services - 3rd Quarter Monitoring Report Key: No	Executive 11 Mar 2014		Report of the Head of Customer Access and Financial Support	A de Warr, Head of Customer Access and Financial Support 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
Finance Monitoring Report 2013/14 - April - December (Quarter 3) Key: No	Executive 11 Mar 2014		Report of the Head of Customer Access and Financial Support	S Morgan, Financial Services Manager Tel: 01527 64252 ext 3790
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	A de Warr, Head of Customer Access and Financial Support Tel: 01527 64252 ext 3177
Overview and Scrutiny Committee Annual Report Key: No	Council 31 Mar 2014		Report of the Overview and Scrutiny Committee	J Bayley, Overview and Scrutiny Support Officer Tel: 01527 64252 ext 3268
Review of the Town Hall Concessionary Use Key: Yes	Executive 8 Apr 2014		Report of the Head of Leisure and Cultural Services	J Godwin, Head of Leisure and Cultural Services Tel: 01527 881762
Planning Response to Stratford-on-Avon District Core Strategy - Focussed Consultation: 2011 - 2031 Housing Requirement and Strategic Sites Options Key: Yes	Executive 8 Apr 2014		Report of the Head of Planning and Regeneration	S Green, Development Plans Officer Tel: 01527 881342

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
Gym Extension - Abbey Stadium Sports Centre Key: No	Executive, Council 24 Jun 2014		Report of the Head of Leisure and Cultural Services	J Godwin, Head of Leisure and Cultural Services, Tel: 01527 881762
Recovery Policy Key: Yes	Executive 24 Jun 2014		Report of the Head of Customer Access and Financial Support	A de Warr, Head of Customer Access and Financial Support Tel: 01527 64252 ext 3177
Discretionary Rate Relief Policy Key: Yes	Executive 24 Jun 2014		Report of the Head of Customer Access and Financial Support	A de Warr, Head of Customer Access and Financial Support Tel: 01527 64252 ext 3177
Job Evaluation Key: Yes	Executive		Report of the Head of Business Transformation and Organisational Development	B Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Tenancy Policy Key: No	Executive		Report of the Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services)	D Allen, Strategic Housing Manager Tel: 01527 881278
Housing Allocations Policy - Review Key: No	Executive Council			L Tompkin, Head of Housing Tel: 01527 64252 ext 3304

