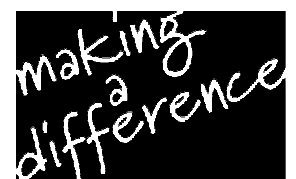


minute book 1

Council

Mon 28 June
2010
7.00pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk



Annual Meeting of the Council

24th May 2010

MINUTES

Present:

Councillor Malcolm Hall (Mayor) , Councillor Kath Banks (Deputy Mayor) and Councillors Peter Anderson, Michael Braley, Andrew Brazier, Juliet Brunner, Michael Chalk, Simon Chalk, Greg Chance, Anita Clayton, Brandon Clayton, Jack Cookson, Andrew Fry, Carole Gandy, Adam Griffin, Bill Hartnett, Nigel Hicks, Roger Hill, Gay Hopkins, Robin King, Wanda King, William Norton, Jinny Pearce, Brenda Quinney, Mark Shurmer, Debbie Taylor, Derek Taylor, Diane Thomas and Graham Vickery

Also Present:

Deborah Andrews (Chair, Standards Committee) and Michael Collins (Vice-Chair, Standards Committee)

Officers:

J Bayley, T Buckley, J Pickering, S Hanley, C Flanagan, T Kristunas, S Skinner, J Smyth, J Staniland and A Walsh

Committee Services Officer:

I Westmore

1. WELCOME

The Mayor opened the meeting and welcomed all present. The Mayor's Chaplain, Canon David Rogers, led the Council in prayer.

2. APOLOGIES

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

.....
MAYOR, in the Chair

Annual Meeting of the Council

24th May 2010

4. MAYOR'S OPENING REMARKS

a) General Remarks

The Mayor commented that he had considered it a privilege to represent the Town during the previous year, featuring, as it had, two royal visits and the Welcome Home Parade for the Mercian Regiment.

The Mayor thanked the current Deputy Mayor, Councillor Banks, for standing in for him at various engagements over the previous year and the Redditch and Bromsgrove Sea Cadets, in particular Officer Cadets Thompson and Sanders, for attending a number of events with him.

The Mayor also thanked his Chaplain, Canon David Rogers for his support, thoughtful words and for leading the Council in Prayer and his Mayoress, Chris Olley, for her great support and help throughout the year.

b) Award for Outstanding Service to the Community

As a legacy of his Mayoral year, the Mayor advised that he had initiated an award for outstanding service to the community to be presented to an individual who played a key role locally. Mrs Alma Bright-Clarke, founder of the Redditch Choral Society was the first recipient of the award and her name was to be engraved on a plaque that would be displayed in the Civic Suite.

c) Mayoral Engagements

The Mayor advised that, since the last meeting of Council he had attended various functions, including: the Redditch Roadway Art Gallery, a performance of 'Oliver' at the Palace Theatre by Studley Operatic Society, St George's day celebrations at Wychavon, Worcester and here in Redditch, hosting friends from Auxerre on their twinning visit to Redditch, the presenting of prizes to winners at Webheath Digital photography club, the presenting of NRA certificates to Year 11 students at Kingsley, the launch of Kingfisher Kids Club and the last charity event of his year at the Arrow Valley Countryside Centre, a coffee morning.

Annual Meeting of the Council

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d) Mayoral Charities

The Mayor informed the Council that a sum in excess of £3,200 had been raised throughout the year for his charities, Indigo Arts and Redditch and Bromsgrove Sea Cadets, which would be despatched to them as soon as possible.

5. ELECTION OF MAYOR

RESOLVED that

Councillor Kath Banks be, and hereby is, elected Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council.

6. DECLARATION OF ACCEPTANCE OF OFFICE - NEW MAYOR

Councillor Banks made the statutory declaration of Acceptance of Office. She was then invested with the Chain of Office by the outgoing Mayor, Councillor Hall.

(The new Mayor, Councillor Kath Banks now in the Chair)

7. VOTE OF THANKS TO RETIRING MAYOR

Councillor Banks thanked the outgoing Mayor and, on behalf of the Council, expressed gratitude for his services to the Borough and Council.

RESOLVED that

the Council formally record its gratitude to the outgoing Mayor, Councillor Malcolm Hall, and his Mayoress Chris, for all their excellent service to the town over the last twelve months.

8. DEPUTY MAYOR

RESOLVED that

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

9. DECLARATION OF ACCEPTANCE OF OFFICE - DEPUTY MAYOR

The Deputy Mayor, Councillor Anita Clayton, made the statutory Declaration of Acceptance of Office.

Annual Meeting of the Council

24th May 2010

The Mayor, Councillor Banks, then invested Councillor Clayton with the Deputy Mayor's Badge of Office.

10. COMMUNICATIONS AND NEW MAYOR'S ANNOUNCEMENTS

a) Announcements

The Mayor informed the Council that she considered it a privilege to have been asked to become the Mayor of Redditch and undertook to do her best to serve the community throughout the coming year.

The Mayor advised that her Chaplain for the year ahead would be the Reverend Jo Musson.

The Mayor stated that her charities for the year would be the two local Army Cadet Troops from Church Hill and Headless Cross. Major Neil Walker from HQ, the two local Commanding Officers, together with the two young Cadets who were to serve as the Mayor's Cadets, Corporal Smith and Corporal Sword, from Headless Cross and Church Hill respectively were present at the meeting.

b) Forthcoming engagements

The Mayor advised that forthcoming events included the twinning visit to Gruchet le Valasse, a function with the Worcestershire Army Cadet Force League on 6th June, a Summer Garden Party at the University of Worcester, the Civic Services at Bromsgrove and at Wychavon and a Carers' Careline event at the Palace Theatre on 16th June. The Mayor also advised that Armed Forces day was on 21st June and the Civic Dinner on 2nd April 2011.

b) Urgent Business

The Mayor advised that she had accepted no additional items of urgent business.

11. MINUTES

RESOLVED that

the minutes of the meeting of the Council held on 19th April 2010 be confirmed as a correct record and signed by the Chair.

Annual Meeting of the Council

24th May 2010

12. LEADER OF THE COUNCIL

RESOLVED that

Councillor Carole Gandy be, and hereby is, appointed Leader of the Council for the ensuing municipal year.

13. DEPUTY LEADER OF THE COUNCIL

RESOLVED that

Councillor Michael Braley be, and hereby is, appointed Deputy Leader of the Council for the ensuing municipal year.

14. LEADER OF THE OPPOSITION

RESOLVED that

Councillor Hartnett, as Leader of the largest Minority Group on the Council, be designated Leader of the Opposition.

15. EXECUTIVE COMMITTEE, OVERVIEW AND SCRUTINY COMMITTEE, SUB-COMMITTEES, PANELS, ETC. - CHAIRS AND VICE-CHAIRS - APPOINTMENT

RESOLVED that

- 1) in accordance with the Council's Constitution and relevant Standing Orders, the Council's Committees, Panels, etc. be appointed as indicated in Appendix A attached to the minutes; and**
- 2) in relation to this and the following minute, the Chief Executive be authorised, in consultation with the relevant Group Leader(s), to fill vacancies, in accordance with agreed memberships / proportionality.**

16. OUTSIDE BODIES

The Council considered the nomination, and/or appointment, of Members to various positions on outside bodies.

RESOLVED that

- 1) appointments / nominations to outside bodies be made as detailed in Appendix B to the minutes, and notified to the outside bodies as soon as possible after the meeting; and**

Annual Meeting of the Council

24th May 2010

- 2) **Members' candidature for the subject positions, as agreed by Party Groups and as now detailed in Appendix B to the minutes, be taken as Members' agreement and full acceptance that the bodies in question are to be formally notified of the appointments / nominations.**

17. CONSTITUTION - ANNUAL REVIEW

The Council was asked to confirm the Council's Constitutional arrangements.

There was some discussion of the interpretation of the Constitution in respect of the position of the Chair of the Overview and Scrutiny Committee at Article 6.1(d). Members were advised that any such queries over the interpretation of the spirit or letter of the Constitution should be referred to the Monitoring Officer.

RESOLVED that

the Council's current Constitution and associated documents (Standing Orders, Financial Regulations, Scheme of Delegation to Officers, Scheme of Members' Allowances, etc.) as now issued be approved and adopted.

18. SCHEME OF MEMBERS' ALLOWANCES 2010/11

The Council was requested to consider a Scheme of Members' Allowances for the new municipal year.

RESOLVED that

the Scheme of Members' Allowances for 2010/11 be approved and formally adopted as detailed in the report.

19. MEMBERS' ALLOWANCES

The Council considered a report on expenses and allowances paid to Members under the Local authorities (Members' Allowances) Regulations 1995 (as amended) for the 2009/10 financial year.

The Liberal Democrat Members of the Council requested that the figure quoted as the basic allowance paid to them for the year be adjusted upwards to allow the difference to be passed on to the Mayor's charities as they had indicated they wished to do at the start of the previous municipal year. Officers undertook to check the accuracy of the report in this respect and advise further.

Annual Meeting of the Council

24th May 2010

RESOLVED that

the report be noted.

20. COMMON SEAL

RESOLVED that

the Common Seal of the Council be affixed to any document or documents necessary to carry into effect any resolutions passed by, or confirmed at this meeting, and subsequent meetings during the ensuing municipal year.

The Meeting commenced at 7.00pm
and closed at 8.24pm

.....
MAYOR, in the Chair

Appendices to the Minutes

Appendix A – Appointment to Executive Committee, Overview And Scrutiny Committee, Sub-Committees, Panels, etc.

Appendix B – Appointments to Outside Bodies.

**Annual Meeting
of the Council**

APPENDIX A

24th May 2010

COMMITTEE MEMBERSHIPS

A. EXECUTIVE LINE

EXECUTIVE COMMITTEE

(9 = 6+2+1 – not required to be proportional)

Chair: **Leader of the Council* ex-officio (per Constitution)**

Vice-Chair: **Deputy Leader# ex-officio ("**

Councillors: (CON) **Peter Anderson, Michael Braley#, Juliet Brunner, Brandon Clayton, Carole Gandy* Jinny Pearce**
(LAB) **Greg Chance, Debbie Taylor**
(LD) **Malcolm Hall**

(Cannot be members of O&S Committees)

Named

Substitutes: Not permitted.

Portfolio Holders

**Community Leadership & Partnership inc. Vol. Sector – Cllr Carole Gandy
(Shadow Portfolio Holder – Cllr Bill Hartnett)**

(normally the Leader of the Council)

Community Safety & Regulatory Services – Cllr Juliet Brunner

(Crime & Disorder, Safer Communities, Licensing)

Corporate Management – Cllr Michael Braley

*(Internal systems / support services:
Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council business)*

Housing, Local Environment & Health – Cllr Brandon Clayton

*(Housing & Health-related Services, Agenda 21, Better Environment, Landscape,
Cleansing & Waste Management, Open Space)*

Leisure & Tourism – Cllr Peter Anderson

*(Culture & Recreation, Community Training, Education,
Learning & Skills)*

Planning, Regeneration, Economic Development & Transport – Cllr Jinny Pearce

(Planning, Economic Development, Public Transport)

Annual Meeting of the Council

APPENDIX A

24th May 2010

Member “Champions”

(Duties generally fall to the relevant Portfolio Holder.
 In other cases can be an Executive or non-Executive Member.)

1.	<u>Asset Management / Customer Access / E.government / IT</u> (Corporate Management Portfolio)	Cllr Michael Braley (Portfolio Holder, ex-officio)
2.	<u>Children & Young People / Play</u> (Leisure & Tourism / Community Leadership & Partnership Portfolios)	Cllr Peter Anderson (Portfolio Holder, ex-officio)
3.	<u>Equalities</u> (Corporate Management Portfolio)	Cllr Michael Braley
4.	<u>Health</u> (Housing & Health Portfolio)	Cllr Brandon Clayton
5.	<u>Heritage</u> (Local Environment Planning & Transport and Leisure & Tourism Portfolios)	Cllr Peter Anderson
6.	<u>Local Democracy Events</u> (Corporate Management Portfolio)	Cllr Juliet Brunner
7.	<u>Member Development</u> <i>(1 per Party Group)</i> (Corporate Management Portfolio)	Cllr Juliet Brunner (Con) 1 vacancy (Lab) Cllr Diane Thomas (LD)
8.	<u>Risk Management</u> (Corporate Management Portfolio)	Cllr Michael Braley (Portfolio Holder, ex-officio)
9.	<u>Third Sector Liaison</u> (Community Leadership & Partnership Portfolio)	Cllr Carole Gandy

Annual Meeting of the Council

APPENDIX A

24th May 2010

EXECUTIVE ADVISORY PANELS

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members (potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions).

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate.

Reporting should normally therefore be to the Executive. But exceptionally, if deadlines require, reporting may, with the agreement of the Leader, be direct to the full Council in relation to proposals with implications for policy or budget change. More open reviews should be considered by O&S.

They are not required to be Party proportional, but have been established on those terms to date.

CLIMATE CHANGE ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – to advise the Executive Committee on Climate Change)

Chair: **Councillor Brandon Clayton (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Gay Hopkins**

Councillors: (CON) **Roger Hill**
(LAB) **Andrew Fry, Debbie Taylor**
(LD) **Nigel Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

HOUSING ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Housing-related matters.)

Chair: **Councillor Brandon Clayton (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Brenda Quinney**

Councillors: (CON) **Roger Hill**
(LAB) **Greg Chance, Mark Shurmer**
(LD) **Nigel Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

Annual Meeting of the Council

APPENDIX A

24th May 2010

LEISURE CONTRACTS ADVISORY PANEL

(6 = 3+2+1)

(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded to include other potential contracts.)

Chair: **Councillor Peter Anderson (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor Gay Hopkins**

Councillors: (CON) **Derek Taylor**
(LAB) **Jack Cookson, Debbie Taylor**
(LD) **Malcolm Hall**

(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL

(6 = 3+2+1)

(To monitor progression of the Regional Spatial Strategy Review and consider material to be provided to the Regional Assembly.

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework.)

Chair: **Councillor Jinny Pearce (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor Michael Chalk**

Councillors: (CON) **Adam Griffin**
(LAB) **Bill Hartnett, Robin King**
(LD) **Nigel Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

ECONOMIC ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Economic Development related matters.)

Chair: **Councillor Jinny Pearce (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **William Norton**
(LAB) **Bill Hartnett, Graham Vickery**
(LD) **Diane Thomas**

(Membership to include relevant Portfolio Holder as Chair.)

B. NON-EXECUTIVE LINE

OVERVIEW AND SCRUTINY COMMITTEE

The Overview & Scrutiny "Parent" Committee may undertake policy reviews itself or, more routinely, commission Task & Finish Groups to undertake targeted, time-limited pieces of work on the Committee's behalf.

The Committee will meet every three weeks to echo the meeting pattern of the Executive Committee and to provide the opportunity for a responsive call-in mechanism.

A decision was taken by Council in 2008, with no members voting against, that the Overview and Scrutiny Committee should not be Party proportional.

The role of Crime and Disorder O&S Committee under the Police and Justice Act 2006 is undertaken by the Crime and Disorder Scrutiny Panel.

OVERVIEW & SCRUTINY COMMITTEE

(9 = 4+4+1, plus TU co-optees)

Chair: **Councillor Diane Thomas**
Vice-Chair: **Councillor Anita Clayton**

(The Constitution requires that an a Member of a political group not forming part of the ruling administration Chair the O&S Committee)

Councillors (CON) **Kath Banks, William Norton, Brenda Quinney**
 (LAB) **Bill Hartnett, Robin King, Mark Shurmer, Graham Vickery**
 (LD) (as above – Ch*)

(Not members of the Executive Committee)

Co-opted 2 Trade Union (UNISON) representatives (for employee-related items
members: only):

Named All other members of the Council - non-Exec.
Substitutes: (For reasons of continuity, substitution is discouraged during topic
 reviews.)

Substitute 1 nominated TU representative per Union.
Co-optees

Annual Meeting of the Council

APPENDIX A

24th May 2010

“OVERVIEW & SCRUTINY MEMBERS” POOL

Available for allocation for Task & Finish Reviews (= all “non-Executive” Members)

Councillors: (CON) **Kath Banks, Andrew Brazier, Michael Chalk, Simon Chalk, Anita Clayton, Adam Griffin, Roger Hill, Gay Hopkins, William Norton, Brenda Quinney, Derek Taylor,**
(LAB) **Jack Cookson, Andrew Fry, Bill Hartnett, Robin King, Wanda King, Mark Shurmer, Graham Vickery**
(LD) **Nigel Hicks, Diane Thomas**

CRIME AND DISORDER SCRUTINY PANEL

(5 = 2 + 2 + 1)

Chair: **Councillor Bill Hartnett**
Councillors: (CON) **Simon Chalk, Anita Clayton**
(LAB) **Wanda King, (as above – Ch*)**
(LD) **Nigel Hicks**

(To be reappointed at the Annual Meeting. The Terms of Reference of the Crime and Disorder Scrutiny Panel state that the Chair must be a Member of the Overview and Scrutiny Committee)

TASK & FINISH GROUPS:

(To be re-appointed at the Annual Meeting. Please note that, for the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the following municipal year. Furthermore, there is currently an expectation that Chairs of Task and Finish Groups would be Members of the Overview and Scrutiny Committee.)

DIAL-A-RIDE TASK AND FINISH GROUP

(4 = 2 + 2)

Chair: **Councillor Robin King**
Vice-Chair: **Councillor William Norton**
Councillors: (CON) **Anita Clayton**
(LAB) **Graham Vickery**

LOCAL STRATEGIC PARTNERSHIP TASK AND FINISH GROUP

(5 = 2 + 2 + 1)

Chair: **Councillor William Norton**
Councillors: (CON) **Gay Hopkins**
(LAB) **Jack Cookson, Andrew Fry**
(LD) **Diane Thomas**

JOINT WORCESTERSHIRE HUB TASK AND FINISH GROUP

(1 representative of Redditch Borough Council)

Councillor Gay Hopkins

Annual Meeting of the Council

APPENDIX A

24th May 2010

C. REGULATORY COMMITTEES

AUDIT AND GOVERNANCE COMMITTEE

(7 = 4+2+1)

Chair: **Councillor Bill Hartnett***

Vice-Chair: **Councillor Robin King#**

Councillors: (CON) **Michael Braley, Andrew Brazier, Gay Hopkins, William Norton,**
(LAB) (as above – Ch* / V-Ch#)
(LD) **Malcolm Hall**

(The Panel to comprise elected Members representing all interests of the Authority, “preferably with relevant areas of expertise, where possible (such areas as accountancy, audit, business and commerce)
Can be members of the Executive Committee. For the sake of independence, it is desirable for the Chair to be an “Opposition” Member.)

Named

Substitutes: All other members of the Council.

EMPLOYMENT APPEALS COMMITTEE

(5 = 2+2+1 - not required to be proportional)

Chair: **Councillor Anita Clayton**

Vice-Chair: **Councillor Juliet Brunner**

Councillors (The Committee to be selected as and when necessary, in consultation with the Chair, from all disinterested members of the Council – training in Quasi-Judicial meetings required.)

Named

Substitutes: (Substitution rules therefore do not apply).

HOUSING APPEALS COMMITTEE

(6 = 3+2+1)

Chair: **Councillor Gay Hopkins**

Vice-Chair: **Councillor Michael Chalk**

Councillors (CON) **Roger Hill**
(LAB) **Jack Cookson, Graham Vickery**
(LD) **Diane Thomas**

Annual Meeting of the Council

APPENDIX A

24th May 2010

Licensing Sub-Committees – A. Personal / Premises / Gambling Act

(3-Member “Panels” – general membership to be agreed by Officers, in consultation with the relevant Chair, as required per application and to include a 4th Reserve Member.)

- A. Chair: **Councillor Michael Braley**
- B. Alternate Chair 1: **Councillor Jinny Pearce**
- C. Alternate Chair 2: **Councillor Anita Clayton**
- D. Alternate Chair 3: **Councillor Andrew Fry**

Sub-Committee ‘core’ membership - 3 Members to normally hear Licensing Act / Gambling Act applications, plus one ‘Reserve’:

Councillors: Michael Braley, Jinny Pearce, Anita Clayton & Andrew Fry.

(Notes:

- 1) Daytime and evening meetings may be required.
- 2) The ‘core’ membership above would change in the case of any prejudicial or Ward interests, or other conflict, or exceptional absence. However, a constant membership would help Members to develop expertise in the area, given the very few Hearings currently required in the Borough.
- 3) Substitute Members to be drawn, as required, from list of trained and available Members. (Training will be provided as soon as possible to cover any deficit.)
- 4) Chairing of Licensing Sub-Committee / Quasi-Judicial meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.
- 5) Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.)

Annual Meeting of the Council

APPENDIX A

24th May 2010

Licensing Sub-Committees – B. Taxis / Sex Establishments / Other.

(5 = 3 + 2 + 0)

(REVISED ARRANGEMENTS:

This Sub-Committee covers all “other Licensing” and similar regulatory matters - other than those covered under the Licensing Act 2003 and Gambling Act 2005, examples: Taxis, Incinerators and “Sex Establishments”. Mostly daytime meetings.)

Chair: **Councillor Michael Braley**
 (Ex officio Chair of the Licensing Committee / Special Responsibility Allowance refers.)

Vice-Chair: **Councillor Anita Clayton**

Councillors: (CON) **Jinny Pearce**
 (LAB) **Andrew Fry, Jack Cookson**

(Can be members of the Executive Committee – must receive training in Quasi-Judicial meetings before they can sit or substitute.)

Named

Substitutes: All other members of the Council.

PLANNING COMMITTEE

(9 = 5 +3+1)

Chair: **Councillor Michael Chalk**

Vice-Chair: **Councillor Nigel Hicks**

Councillors: (CON) **Peter Anderson, Kath Banks, Brandon Clayton, Roger Hill**
 (LAB) **Bill Hartnett, Robin King, Wanda King**
 (LD) (as above – V-Ch)

(Can be members of the Executive Committee - must receive relevant formal training before they can sit or substitute. Training to be renewed / updated annually, and/or when significant legal, policy or procedural change occurs.)

Chairing of the Planning Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named

All other trained members of the Council ****.

Substitutes:

(NB. substitution at Planning Committee is not advised, as occasional attendees will not have received all update briefings; and Party balance, although a requirement of the composition of the Committee, should not be a material consideration at Planning Committee meetings.)

Annual Meeting of the Council

APPENDIX A

24th May 2010

MEETINGS UNDER SHARED / JOINT ARRANGEMENTS

PLANNING JOINT BOARD

(4 = 2+1+1)

(To progress a joint plan to deal with cross-boundary issues.
To consider the Inspector's report following the RSS Phase II Inquiry.)

Chair: **Councillors Carole Gandy (RBC) and Roger Hollingsworth (BDC)**
(alternate according to meeting venue)

Vice-Chair: **As above**

Councillors: (CON) **Jinny Pearce**
(LAB) **Bill Hartnett**
(LD) **Malcolm Hall**

(Fixed membership only)

Named (Substitutes are not permitted
Substitutes: but all Members are invited to attend and observe)

SHARED SERVICES BOARD

(4 = 2+1+1)

(To oversee the shared services, joint working
and alternative working arrangements of the Council)

Chair: **Councillors Carole Gandy (RBC) and Roger Hollingsworth (BDC)**
(alternate according to meeting venue)

Vice-Chair: **As above**

RBC Councillors: (CON) **Michael Braley**
(LAB) **Bill Hartnett**
(LD) **Malcolm Hall**

(Fixed membership only)

Named (Named Substitutes – Councillors Peter Anderson, Jinny Pearce, Diane
Substitutes: Thomas and Graham Vickery)
(All Members are invited to attend and observe)

General Notes (All meetings):-

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.

Annual Meeting of the Council

APPENDIX A

24th May 2010

E. OTHER MEETINGS

(not within main structure. None of these meetings have Executive authority, other than any already delegated to relevant Officers.)

BOROUGH TENANTS' PANEL

(3 = 2+1+Officers)

Chair: (Not RBC position - election at first meeting)

Vice-Chair: (ditto)

Councillors: (CON) **Adam Griffin, Brenda Quinney**
(LAB) **Mark Shurmer**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

CHIEF OFFICER RECRUITMENT PANEL

(6=3+2+1)

Chair: **Councillor Carole Gandy**

Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **William Norton**
(LAB) **Bill Hartnett, Graham Vickery**
(LD) **Malcolm Hall**

(Membership would usually include Party Group Leaders, with Leader of the Council in the Chair. Can include any member of the Council.)

Named

Substitutes: (For continuity, substitutes are not permitted.)

CHURCH HILL DISTRICT CENTRE MEMBERS' PANEL

(3 = 2+1)

Chair: **Councillor Brandon Clayton (Relevant Portfolio Holder)**

Councillors: (CON) **Roger Hill**
(LAB) **Robin King**

COMPLAINTS APPEALS PANEL

(5 = 2+2+1- but not required to be proportional)

(Terms of Reference – To consider “paper / desktop” appeals as final stage of formal complaints procedure – does not normally involve formal Quasi-Judicial hearings.)

Chair: **Councillor Michael Chalk**

Vice-Chair: **Councillor Jack Cookson**

Annual Meeting of the Council

APPENDIX A

24th May 2010

Councillors: (CON) **Andrew Brazier**
(LAB) **Graham Vickery**
(LD) **Malcolm Hall**

(Can be any member of the Council. NB Normally daytime meetings.)

Named All other members of the Council.
Substitutes:

CONSTITUTIONAL REVIEW WORKING PARTY

(6 = 3+2+1)

(To provide a pool of senior Executive Committee and O&S Members to assist the Borough Director and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localisation agenda.)

Chair: **Councillor Carole Gandy**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **Jinny Pearce**
(LAB) **Robin King, Graham Vickery**
(LD) **Nigel Hicks**

(Should include senior members of both Exec and O&S Committees.)

Named
Substitutes: Any member of the Council.

REDDITCH MATTERS EDITORIAL PANEL

(3 = 2+1)

(To act as a consultation body for Officers in respect of the contents of the Council magazine.)

Councillors: (CON) **Anita Clayton, Jinny Pearce**
(LAB) **Bill Hartnett**

Named
Substitutes: Any member of the Council.

Annual Meeting of the Council

APPENDIX A

24th May 2010

GRANTS PANEL

(5 = 2+2+1 but not required to be proportional)

(To recommend to the Executive Committee grant awards for 2008/09)

Chair: **vacant**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **Juliet Brunner**
 (LAB) **Greg Chance, Mark Shurmer**
 (LD) **Nigel Hicks**

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant. Prejudicial involvement with any one body would disbar Members from the entire Grants allocation process.)

Named
Substitutes: Substitutions do not apply.

HOLOCAUST MEMORIAL STEERING GROUP

(5 = 2+2+1 – number / proportions not fixed)

(To organise an annual Holocaust Memorial Event -

Chair: **Councillor Jinny Pearce**
Vice-Chair: **vacant**

Councillors: (CON) **Derek Taylor**
 (LAB) **Bill Hartnett, Wanda King**
 (LD) **Diane Thomas**

Named
Substitutes: Substitutions do not apply, for the sake of continuity.

INDEPENDENT REMUNERATION PANEL

(5 members currently – 3 + 2 vacancies)

(Statutory Body -
To undertake periodic reviews of the Scheme of Members' Allowances.)

(Not elected Members –
must have no close ties or connections with existing Members of the Council)

Mr A Powell (Chair), Mrs A Morris, Mr D Strain,
and two vacancies.

(Officers have authority to appoint new independent members to vacancies.)

Annual Meeting of the Council

APPENDIX A

24th May 2010

JOINT HEALTH CONSULTATIVE COMMITTEE

(3 = 2+1)

(To consult relevant local health bodies within the Borough on matters of mutual interest.) (Is this meeting still required or would health inequalities etc. be better dealt with through the LSP or the HOSC?)

Chair: To be appointed by the Committee at first meeting
(RBC nomination: **Cllr Carole Gandy?**).

Vice-Chair: To be appointed by the Committee at first meeting
(RBC nomination **Cllr ?**).

Councillors: (CON) **Kath Banks, Carole Gandy**
(LAB) **Graham Vickery**

("Partnership" meeting administered by RBC - Membership also includes representatives of outside bodies. May be daytime / late afternoon meetings.)

MEMBER DEVELOPMENT & SUPPORT STEERING GROUP

(6=3+2+1)

(To develop and implement a Member Development Programme; to advise and steer Officers on the Council's signing up to the West Midlands LGA Member Development Charter; to review Members' Support arrangements: administrative, financial and IT.)

Chair: **Councillor Juliet Brunner**

Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **Simon Chalk**
(LAB) **Greg Chance, Debbie Taylor**
(LD) **Diane Thomas**

(Can be any member of the Council – should include 3x Party Champions* for Member Development.)

Named

Substitutes: All other members of the Council.

PROCUREMENT STEERING GROUP

(7 = 4+2+1)

(To oversee the shared services, joint working and alternative working arrangements of the Council)

Chair: **Councillor Michael Braley**

Vice-Chair: **Councillor Malcolm Hall ***

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APPENDIX A

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Councillors: (CON) **Peter Anderson, Carole Gandy, Gay Hopkins,**
(LAB) **Bill Hartnett, Robin King**
(LD) (as above – V-Ch *)

(Fixed membership only)

Named

Substitutes: (None appointed / therefore only with Chair's agreement.)

Annual Meeting of the Council

APPENDIX B

24th May 2010

BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

The various Bodies listed in Sections 1, 2 and 3 below have requested the Council to appoint persons to represent the Borough Council on the said bodies.

Notes: The Council resolved on the 21st of April 2008 that, so far as is practical,

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Leader on Regional bodies, and relevant Portfolio Holders as relevant to their Portfolios;
- 2) other relevant Members should be appointed as befits their position / interests / Ward responsibilities, etc., for example an Astwood Bank and Feckenham Ward Member on bodies with a rural interest.

SECTION 1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS

Body	2009/10 Representative(s)	Notes / Terms	APPOINTEES
Association of Public Service Excellence (APSE)	Cllr Brandon Clayton	1 representative (must be a Councillor) Term : 1 year No liability issues identified.	Cllr Brandon Clayton
Local Government Association General Assembly	Cllr Carole Gandy	1 Representative for 20010/11 (must be a Councillor) Term : 1 year No liability issues identified.	Cllr Carole Gandy
Local Government Association – Rural Commission	Cllr Michael Chalk (and John Staniland, Director)	1 Representative (must be a Councillor – normally an Astwood Bank and Feckenham Ward Member) (plus 1 Council Officer) Term : 1 year No liability issues identified.	Cllr Michael Chalk
Local Government Association – Urban Commission	Cllr Michael Braley (and John Staniland, Director)	1 Representative (must be a Councillor) (plus 1 Council Officer) Term : 1 year No liability issues identified.	Cllr Michael Braley

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APPENDIX B

24th May 2010

Local Government Information Unit	Leader (Cllr Carole Gandy) (or her nominee)	1 Representative (must be a Councillor) Term : 1 year No liability issues identified.	Cllr Carole Gandy
West Midlands Leaders Board	Cllr Carole Gandy (alternate – Cllr Michael Braley)	1 Nomination (Must be the Leader of the Council, by virtue of his/her position.) A formal “Alternate” is also to be <u>nominated by the Leader</u> to attend meetings in absence of the principal representative. Term : to each RBC AGM No liability issues identified.	Leader (plus alternate – to be nominated by the Leader Cllr Carole Gandy (alternate Cllr Michael Braley)
WMLGA – Steering Group for Member Development in the Region.	Cllr Colin MacMillan	1 Nomination To act on behalf of the Council in relation to WMLGA - supported Member Development-related positions. Term : 1 year No liability issues identified.	Cllr Juliet Brunner

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APPENDIX B

24th May 2010

SECTION 2: PARTNERSHIP APPOINTMENTS

a) County Council Bodies

Body	2009/10 Representative(s)	Notes / Terms	APPOINTEES
Community Children and Young Persons Forum (WCC)	Cllrs Juliet Brunner and Debbie Taylor	2 Representatives (must be Councillors) Term : 1 year No liability issues identified.	Cllrs Juliet Brunner and Debbie Taylor
Corporate Parenting Steering Group (Worcestershire County Council)	Cllr Kath Banks	1 RBC Representative (elected) Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30 start) No liability issues identified.	Cllr Kath Banks
Health Overview and Scrutiny Committee (Worcestershire County Council)	Cllr Kath Banks	1 representative Term : 1 year. Comprises 8 County Councillors and 6 District Councillors who take on the role of scrutinising the local NHS and be consulted with by the NHS on any proposed substantial changes to local health services. Liability issues to be determined but <u>unlikely to be an issue.</u>	Cllr Kath Banks
Highways Forum	Cllrs David Hunt and David Smith	Up to 2 Representatives (Must be Councillors) Term: To our AGM Role is that of non-voting observers only. No liability issues identified.	Cllrs Peter Anderson and Graham Vickery

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<p>Joint Members and Officers Integrated Transportation Forum (Worcestershire County Council)</p>	<p>Cllr Jinny Pearce</p>	<p>1 Councillor Representative Term: 1 year. Liability issues to be determined but <u>unlikely to be an issue.</u></p>	<p>Cllr Jinny Pearce</p>
<p>Local Access Forum (Worcestershire County Council)</p>	<p>(Membership to comprise 1 County Council Member; one Member drawn from North District Councils = Bromsgrove, Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon.</p>	<p>1 nomination for further election (must be a Councillor) Term : 1 year (<u>Note</u>: Would be beneficial if the representative had a keen interest in countryside access and recreation issues.) <i>Redditch BC 2004/05</i> <i>Bromsgrove 2005/06</i> <i>Wyre Forest 2006/07</i> <i>Redditch BC 2007/08</i> <i><u>Bromsgrove 2008/09</u></i> <i>Wyre Forest 2009/10)</i> Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></p>	<p>Cllr Anita Clayton (if required)</p>
<p>Worcestershire Hub Board</p>	<p>Cllrs Michael Braley and Robin King</p>	<p>2 Nominations (must be Councillors – could be relevant Portfolio Holder and / or Member Champion.) Term: 1 year to AGM 2011 <u>Daytime</u> meetings at County Malcolm Hall. There appear to be no issues of liability.</p>	<p>Cllr Michael Braley and Graham Vickery</p>
<p>Worcestershire Partnership Theme Groups (Environment) –</p>	<p>Cllr Brandon Clayton (Portfolio for Housing, Local Environment and Health) – appointed 27/7/09</p>	<p>1 Representative (Must be a Councillor) Term: to our AGM No additional information provided at this stage. Unlikely to be any liabilities</p>	<p>Cllr Brandon Clayton</p>

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<p>Worcestershire Summer Floods 2007 Joint Scrutiny Task Group (WCC)</p>	<p>Cllr Michael Chalk</p> <p>(Substitute - Cllr David Smith)</p>	<p>1 Member representative, plus 1 Substitute Member Representative.</p> <p>Term: to AGM or until notified otherwise.</p> <p>To continue monitoring implementation of recommendations.</p> <p>Note: For continuity it is suggested that Cllr Michael Chalk continue as the Council's representative.</p>	<p>Cllr Michael Chalk</p>
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Annual Meeting of the Council

APPENDIX B

24th May 2010

b) Other / Local Bodies

Body	2009/10 Representative(s)	Notes / Terms	APPOINTEES
North Worcestershire Care and Repair Agency Advisory Board (R Brent)	Cllr Brandon Clayton	1 RBC Representative (elected) Until next RBC Annual Meeting. (Normally to be Housing Portfolio Holder) Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u>	Cllr Brandon Clayton
Redditch Children's Centres Advisory Board (Contact Officer: Judith Willis)	Cllrs Kath Banks	1 Representative (must be a Councillor) Term : 1 year (see below) Draft Terms of Reference (still to be advised if agreed) are available on request. Informally advised that there are unlikely to be any liability issues for members of the Advisory Board.	Cllr Simon Chalk
Redditch Community Safety Partnership (Lead Officer – A Heighway)	Cllr Juliet Brunner and Wanda King	2 Representatives (must be Councillors – normally including the relevant Portfolio Holder) Term : 1 year No liability issues identified.	Cllrs Juliet Brunner and Andrew Fry
Town Centre Partnership (Lead Officer – Lyndsey Hadley)	Cllrs Anita Clayton, Carole Gandy, David Hunt and Colin MacMillan	4 Representatives (must be Councillors) Term : 1 year No liability issues identified.	Cllrs Anita Clayton, Andrew Fry, Carole Gandy and Derek Taylor

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<p>Waste Management Forum (Lead Officer – Guy Revans)</p>	<p>Cllr Brandon Clayton (substitute Cllr Andrew Fry)</p>	<p>1 representative + 1 substitute (must be Councillors) Term : 1 year <u>Note</u>: Meets Friday <u>mornings</u> - 4 times per year No liability issues identified.</p>	<p>Cllr Brandon Clayton (substitute Cllr Andrew Fry)</p>
<p>Local Strategic Partnership</p>	<p>Cllrs Michael Braley, Carole Gandy and Bill Hartnett</p>	<p>3 Member Representatives Leader, Deputy Leader and Leader of the Opposition (Ex-Officio) Term : 1 year No liability issues identified.</p>	<p>Leader, Deputy Leader and Leader of the Opposition) Cllrs Carole Gandy, Michael Braley and Graham Vickery (substituting on an ongoing basis for Cllr Bill Hartnett, Leader of the Opposition)</p>

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SECTION 3 : OUTSIDE BODIES – GENERAL

Body	2009/10 Representative(s)	Notes / Terms	APPOINTEES
Age Concern Redditch and District Board	Cllr Brenda Quinney *CX authorised to appoint Officer representative.	1 Councillor (plus 1 Officer *) Term : 1 year Liability still to be determined. Advised in 2008 that Age Concern is a Ltd company and an official rep. from the Council cannot be a full Trustee / Director. Representation is therefore that of a co-opted non-voting Board Member.	Cllr Brenda Quinney
Court of the University of Birmingham	Cllr Colin MacMillan to AGM 2011	1 Representative (Need not be a Councillor) Term: 5 years Role of Court is largely consultative in nature only with no direct decision making authority. No liabilities have been identified.	No nomination required this year.
Feckenham Education Endowment (Blue Coat School)	Mr A Price to AGM 2013	1 Representative (Need not be a Councillor) Term: 4 years to AGM 2013 No specific information on nature of representation or liabilities but letter confirming limited annual funds available for donation and capital invested with the Charities Commission. Regular financial advice taken and auditing of accounts.	No nomination required this year.
Federation of Burial and Cremation Authorities (FBCA) – Executive Committee	Cllr Michael Chalk nominated	1 nomination (must be a Councillor) (Nominations have to be put to their AGM for consideration.) Term : 3 years No liability issues identified.	Clarification being sought on procedures for nominations to go forward to the FBCA AGM for consideration. Cllr Michael Chalk

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Health and Safety Committee	Cllr Anita Clayton	1 Member representative (To reflect new corporate Health and Safety Requirements.) Term: 1 year to AGM An internal RBC Officer meeting with Member representation / <u>daytime</u> meetings. No liability issues.	Cllr Anita Clayton
Redditch Access for Disabled Group	Cllrs Field and Hunt	2 Representatives (Must be Councillors) Term : 1 year Advised advisory and representative only, no decision-making role. No liability issues identified.	Cllrs Anita Clayton and Andrew Fry
Redditch Arts Council	Cllrs Gay Hopkins, Wanda King and Jinny Pearce	3 Representatives (Must be Councillors) Term : 1 year No liabilities identified / unlikely to be any liabilities.	Cllrs Andrew Brazier, Gay Hopkins and Wanda King
Redditch Community Relations Council	6 vacancies Mrs Dot Dudley, Mr Ron Passingham and Mr Albert Wharrad	9 Representatives (6 elected and 3 non-elected Representatives). Nominations should not include the Mayor who is a Member ex officio*. Term : 1 year Liability still to be determined - no information provided by CRC.	No nominations
Redditch One World Link Executive Committee	Cllrs Kath Banks and Anita Clayton Mrs Dot Dudley	4 Representatives (2 Councillors, 1 Council Officer and 1 non-elected representative) Nominations should not include the Mayor who is a Member ex-officio*. Term : 1 year Liability appears to be limited, provided there are no breaches	Cllr Brenda Quinney Mrs Dot Dudley

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		of duty or trust.	
Redditch Play Council	Cllrs Peter Anderson and Jack Field and 2 vacancies Mrs Dot Dudley and 1 vacancy	6 Representatives (4 elected and 2 non-elected Representatives) Term : 1 year To represent the Borough Council. No issues of liability identified.	Cllr Brenda Quinney Mrs Dot Dudley
Redditch Trade Justice Network (links with Redditch One World Link (ROWL))	Cllr Brandon Clayton and Debbie Taylor	1 representative / group of Members (no limit imposed). Term: 1 year. (It would be beneficial if nominee(s) had an interest in Fair Trade and would be willing to work alongside the Group to further the aims and objectives of a Fair Trade Town.) Details of the Goals for a Fair Trade Town available on request. Details on nature of representation and liability issues still to be determined.	Cllrs Brenda Quinney and Debbie Taylor
Relate (Worcestershire)	Cllr Anita Clayton Appointed July 09 to AGM	1 Representative Term: to AGM Role of representation / any issues of liability still to be identified.	Cllr Anita Clayton
Reserve Forces and Cadet Association (RFCA) (formerly known as TAVR)	Cllr Peter Anderson	1 representative (Must be a Councillor) Term: 1 year No known liabilities – all matters of finance and liability dealt with via other RFCA Committees on which Council representative would play no part.	Cllr Malcolm Hall
St Stephens Church, Redditch	Cllr Colin MacMillan was informally a	1 Member Representative (Must be a Council)	Cllr Derek Taylor

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<p>Project Group</p> <p>(Lead Officer – Lyndsey Hadley)</p>	<p>member of the Project Group previously in his Portfolio Holder capacity.</p> <p>Formalisation of Council representation has been requested.</p> <p>Relevant Officers have also worked closely on the Project and their continued support has also been requested.</p>	<p>Term: not specified / agreed at this stage.</p> <p>The Council has been asked to give serious consideration to appointing a representative with a 'passionate' interest in the Town Centre.</p> <p>Meetings are usually held at the Church on first Monday morning of each month with others as required from time to time again usually held during the day.</p> <p>Full nature of role and issues of liability to be determined. The Group are currently seeking legal advice regarding measures to indemnify the Project Group.</p>	
<p>Smallwood Almshouses Trust</p>	<p>Cllr Andrew Fry (to AGM 2013)</p>	<p>1 Nomination (must be a Councillor).</p> <p>Term: 4 years</p> <p>Nature of representation: to represent the Borough Council but note Trustee status.</p> <p>No indemnity referred to. Liabilities of Trustees therefore presumed to be governed by Charities legislation.</p>	<p>No nomination required this year.</p>
<p>Tardebigge Relief in Need and Sickness Charity</p>	<p>Cllr Michael Chalk (to October 2011)</p> <p>Cllr William Norton (to AGM 2013)</p>	<p>(2 Representatives - (Must be Councillors)</p> <p>Term : 4 years.</p> <p>The Charity is governed in accordance with the Charity Commission Scheme and strict rules apply.</p>	<p>No nominations required this year.</p>
<p>Traffic Penalty Tribunal (Civil Parking Enforcement)</p>	<p>Cllr Michael Braley (Deputy – Cllr Jack Cookson)</p>	<p>1 Representative plus 1 Deputy (must be Councillors)</p> <p>Term: No information provided.</p> <p>No liabilities identified / unlikely to be any liabilities.</p> <p>Note: Representation on this</p>	<p>Cllr Michael Braley (Deputy – Cllr Jack Cookson)</p>

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		Tribunal commenced February 2009. Council can, if it wishes, choose to regularise the representation on this Body on an annual basis at each AGM or continue with the current membership until further notice.	
Where Next Association	Cllr Brandon Clayton	1 Representative (must be a Councillor) Term : 1 year to Council's AGM Nature of representation: to represent the Borough Council. Liability appears to be limited.	Cllr Roger Hill
Worcestershire Racial Equality Council	Cllr Mark Shurmer	2 Representatives (need not be Councillors) Term : 1 year. Nomination to be put forward to Annual Meeting of the WREC. Nature of representation: to represent the Borough Council and liability appears to be limited to £1.	Cllrs Adam Griffin and Mark Shurmer

Annual Meeting of the Council

APPENDIX B

24th May 2010

SECTION 4: REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES

The organisations listed below have requested Council nominations * primarily to represent, and act on behalf of, the organisation concerned, rather than the Council.

* The "Appointment" is made by the organisation itself, not by the Council.

Body	2009/10 Representative(s)	Notes / Terms	NOMINEES
Redditch CAB (Citizens' Advice Bureau) Management Committee	No elected member / non-elected nominations 2009/10.	3 Nominations (2 elected and 1 non-elected Representative) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Issues of liability. There is a financial liability if the Trustee Board is shown to have acted negligently.	No elected member / non-elected nominations 2010/11.
Redditch Co-operative Homes	Cllr Kath Banks, Greg Chance, Bill Hartnett and Gay Hopkins and 1 vacancy. [The Council has agreed that ideally representation will be proportional: 5= 3+2 OR 2+2+1]	5 Nominations (must be Councillors) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Liability appears appear to be limited providing there are no breaches of duty or trust.	Cllrs Greg Chance, Adam Griffin, Bill Hartnett and Roger Hill

Annual Meeting of the Council

APPENDIX B

24th May 2010

NOTES:

- 1) This list does not include all Council appointments to outside bodies, since some are made at other times during the year, or less frequently than once per year.
- 2) Nominations marked “Not required” because current memberships are mid-term, may still be reviewed if the Council wishes, and may clearly need to be reviewed where Council membership has changed.
- 3) The Council has delegated authority to the Chief Executive to make Officer appointments as appropriate; and to fill Member vacancies, in consultation with Party Group Leaders, where the Council has agreed which party(ies) is/are due which places.
- 5) This list does not contain reference to places on those bodies which are occupied by the Mayor by virtue of his/her official capacity, namely:-

Twinning Bodies:

Redditch One World Link (ROWL - Mtwara Twinning) – President

Friends of Auxerre (FoA) – President

Friends of Gruchet-le-Valasse (FrOG) – President.



Council

14th June 2010

MINUTES

Present:

Councillor Kath Banks (Mayor), Councillor Anita Clayton (Deputy Mayor) and Councillors Peter Anderson, Michael Braley, Andrew Brazier, Juliet Brunner, Michael Chalk, Simon Chalk, Greg Chance, Brandon Clayton, Jack Cookson, Andrew Fry, Carole Gandy, Adam Griffin, Malcolm Hall, Bill Hartnett, Nigel Hicks, Roger Hill, Gay Hopkins, Robin King, Wanda King, William Norton, Brenda Quinney, Mark Shurmer, Debbie Taylor, Diane Thomas and Graham Vickery

Also Present:

Michael Collins (Vice-Chair, Standards Committee) and Brian Warwick (Independent Member, Standards Committee)

Officers:

K Dicks, C Felton, S Hanley, J Pickering, S Skinner and A Walsh

Committee Services Officer:

I Westmore

1. WELCOME

The Mayor opened the meeting and welcomed all present.

2. APOLOGIES

Apologies for absence were received on behalf of Councillors Jinny Pearce and Derek Taylor.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. COMMUNICATIONS AND MAYOR'S ANNOUNCEMENTS

The Mayor advised that, since this was an extraordinary meeting of the Council, her communications and announcements would be reported at the next ordinary meeting of the Council.

.....
MAYOR, in the Chair

5. LEADER'S ANNOUNCEMENTS

The Leader advised that she had no exceptional announcements to make.

6. CONSTITUTION - NEW EXECUTIVE ARRANGEMENTS / WHOLE COUNCIL ELECTIONS

The Council considered a report that had been prepared in response to requirements set out in the Local Government and Public Involvement in Health Act 2007. There were two aspects to the report. The first was in respect of a requirement that every authority operating a Leader and Cabinet model change its executive arrangements in accordance with a statutory timetable. The second was an opportunity for a District Council that was subject to a scheme for elections by thirds to resolve to become subject to a scheme for whole Council elections.

A public consultation had been undertaken during late 2009 – early 2010 through a variety of means. The very low response rate to this consultation was reported, with only seven responses being received to each aspect of the proposals.

A discussion ensued on the relative merits of the Strong Leader Executive model and the elected Mayor and Cabinet Executive model. Members were in general agreement that they did not wish to see any further power vested with the Leader and the present Leader was in full agreement with this viewpoint. It was contended that the adoption of the Mayoral model would improve democratic input and public engagement given the move nationally towards personality politics. Mayoral systems had been adopted elsewhere in the country and, in some cases had been successful.

The contrary view was expressed that the retention of a Leader and Cabinet, with any necessary amendments to fulfil the requirements of the legislation, had served and would serve a Borough such as Redditch well. The adoption of a Strong Leader, together with elections by thirds, would result in a system very similar to that in existence at the present time. It would allow the Council the opportunity to change Leadership during the four year period of the term of office whereas a Mayor would retain office for the four year period irrespective of the views of Council. The poor consultation response was also taken as an indication that the public was unconcerned by the way that the Council was run, with its focus being more on the quality of service provision.

The overwhelming view of Members was that the retention of elections by thirds was the preferred option, notwithstanding the modest cost saving in moving to a system of whole Council elections. The present system provided a degree of stability to the

Council and allowed the electorate the opportunity to express its view on the policies being adopted by a ruling group on a regular basis. Councillors and prospective Councillors had the onus put upon them to engage with the electorate and those who had not proved themselves effective risked electoral loss.

Following the discussion a motion recommending adoption of the elected Mayor and Cabinet model was the subject of the following named vote in accordance with Standing Order 16:

Members voting FOR the motion:

Councillors Greg Chance, Jack Cookson, Andy Fry, Bill Hartnett, Robin King, Wanda King, Mark Shurmer, Debbie Taylor and Graham Vickery.
(9 votes)

Members voting AGAINST the motion:

Councillors Peter Anderson, Kath Banks, Michael Braley, Andrew Brazier, Juliet Brunner, Michael Chalk, Simon Chalk, Anita Clayton, Brandon Clayton, Carole Gandy, Adam Griffin, Malcolm Hall, Nigel Hicks, Roger Hill, Gay Hopkins, William Norton and Brenda Quinney.
(17 votes)

Members abstaining from voting:

Councillor Diane Thomas.

Accordingly the Motion fell and it was subsequently

RESOLVED that

- 1) the results of the consultation with the public and interested parties in respect of the two potential governance models and whole council elections be noted;**
- 2) a “New-style” Leader and Cabinet executive governance model be adopted, with effect from the 3rd day after the local elections in May 2011.**
- 3) the Head of Legal, Equalities and Democratic Services be authorised to make all necessary amendments to the Council Constitution to reflect the adopted model; and**
- 4) the Constitution be amended to include a provision to enable the removal of the Leader from office by ordinary resolution on notice and for the appointment of a new Leader.**

7. URGENT BUSINESS - GENERAL (IF ANY)

There were no separate items of Urgent Business for consideration at this meeting.

The Meeting commenced at 7.00pm
and closed at 7.59pm

.....
MAYOR, in the Chair



Executive Committee

26th May 2010

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Peter Anderson, Juliet Brunner, Brandon Clayton, Greg Chance, Malcolm Hall and Jinny Pearce

Also Present:

Councillors Kath Banks and Andrew Brazier

Officers:

R Bamford, H Bennett, J Bough, M Bough, J Cochrane, C Felton, J Godwin, S Hanley, A Marklew, J Pickering, I Ranford, J Staniland, A Williams and L Williams

Committee Services Officer:

I Westmore

1. APOLOGIES

Apologies for absence were received on behalf of Councillor Debbie Taylor.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. LEADER'S ANNOUNCEMENTS

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

Item 12 – WETT Regulatory Service – Delegation to Joint Committee.

.....
Chair

4. MINUTES**RESOLVED that**

the minutes of the meeting of the Committee held on 31st March 2010 be confirmed as a correct record and signed by the Chair.

5. COUNCIL PLAN 2010 / 2013

The Committee received a report setting out the draft Council Plan for 2010-13, a three year strategic plan for the Council. The Plan set out the targets relating to the Council's priorities and the proposed actions to achieve those targets.

Officers reported that the trend in performance management was now towards reporting on the direction of travel against indicators rather than setting specific and often arbitrary targets. Some Members expressed a preference for the inclusion of definite targets to obtain an understanding of how the Council was performing. There were a number of comments on the format and layout of the Plan including a proposal that a glossary be appended. On a specific point, Officers undertook to circulate a definition of the acronym GV to Members of the Committee following the meeting. Given that there were a number of outstanding matters to be resolved, it was agreed that the Plan be deferred to allow time for amendments to be made.

RESOLVED that

the Council Plan 2010-13 be deferred for consideration at a future meeting of the Committee.

6. STRATFORD-ON-AVON DISTRICT DRAFT CORE STRATEGY - CONSULTATION RESPONSE

Retrospective approval was sought for a response to the consultation on the Stratford-on-Avon Draft Core Strategy. The response had previously been considered at a meeting of the Planning Advisory Panel. It was noted that changes at a national level might lead to Regional Spatial Strategies being phased out at some point in the future. Officers confirmed that, should this situation arise, previous discussions with neighbouring authorities regarding overspill development from Redditch might need to be revisited. Officers suggested that endorsement of the response was prudent given that no decisions had been announced in this regard as yet.

RESOLVED that

- 1) **the response from Redditch Borough Council to the Stratford-on-Avon Consultation Core Strategy (Appendix A) be retrospectively endorsed; and**
- 2) **the Officer response be supplemented to include reference to an alternative area of land for possible employment use.**

(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 which related to potential negotiations for the acquisition of land or property)

7. EMPLOYMENT LAND REVIEW UPDATE

Members' endorsement was sought for an update of the Employment Land Review for 2009/10 to replace the Review for the previous year. It was noted that this was a factual monitoring document produced by the Council.

RECOMMENDED that

- 1) **the Employment Land Review as attached in Appendix A to the report be endorsed as part of the Local Development Framework Evidence Base; and**
- 2) **for the 2010/11 period onwards, Authority be delegated to Officers (Head of Planning and Regeneration) to review and annually update the Employment Land Review, subject to there being no indication that policies need to be reviewed.**

8. LOCAL DEVELOPMENT FRAMEWORK EVIDENCE BASE - WINYATES GREEN TRIANGLE TRANSPORT ASSESSMENT

The Committee received a Transport Assessment for the Winyates Green Triangle site undertaken by consultants on behalf of the Council.

The assessment had indicated the preferred option for the access to the site although Officers noted that, even should Stratford-on-Avon District Council agree to development of the site, there may be practical considerations that could prevent employment-related development going ahead.

RESOLVED that

the Winyates Green Triangle Transport Assessment prepared by Morgan Tucker Consulting Engineers (November 2009) (Appendix A to the report) be endorsed as part of the Local Development Framework Evidence Base.

9. WORCESTERSHIRE SUPPORTING PEOPLE STRATEGY 2010 TO 2013

Members considered a new Supporting People Strategy for the three year period 2010-13. Officers highlighted changes that were being made nationally to the Programme over the life of the Strategy, such as the removal of ring-fencing of funding for grants and administration. There were a number of contracts through Supporting People operated by the Council and the risk to the Council's financial resources and service provision from possible future funding cuts was drawn to Members' attention.

RECOMMENDED that

- 1) the Supporting People Strategy 2010/13 attached at Appendix 1 to the report be approved; and**

RESOLVED that

- 2) Officers bring a report to a future Executive Committee on the financial impact to the Council of any possible future Supporting People funding cuts.**

10. CAPITAL BUDGET PROVISION 2009/10 AND 2011/12 FOR ASBESTOS REMOVAL

The Committee received a report setting out a request for additional capital funding to account for an overspend in 2009/10 and a projected increase in spending in 2010/11 and 2011/12 on asbestos removal.

It was reported that recent changes in guidelines had impacted heavily on budgets, with a greater need to call upon the services of specialist contractors. The range of materials now dealt with through these more stringent processes had been expanded. Members were content that the additional funding was required to deal with the removal of asbestos but were concerned that the matter had not been brought to their attention sooner. To this end, Officers were requested to include a detailed update on asbestos removal as a separate appendix to the forthcoming half-yearly report on the Housing Capital Programme.

RECOMMENDED that

- 1) **funding of the shortfall in the Asbestos Removal Capital contract budget 2009/10 in the sum of up to £120,000 be approved;**
- 2) **up to £175,000 additional Capital funding for Asbestos Removal for the years 2010/11 and 2011/12 be approved;**
- 3) **funding from the Housing Revenue Account for the cost of borrowing for the above bids estimated at £15,500 for 2010/11 and £28,000 for 2011/12 be approved; and**

RESOLVED that, subject to the Council's approval of the budgetary implications, as specified separately above, and consequent adjustment of the Capital Programme

- 4) **approval be given to incur up to the expenditure detailed in 1 and 2 above for the purposes detailed in the report, in accordance with Standing Order 41; and**
- 5) **Officers review the procurement of the contract for the removal of asbestos.**

11. SPRING INDUSTRY PUBLIC ART PROJECT

The Committee received a report setting out the background to a proposed public art project relating to the spring industry in Redditch.

The Committee was informed that there were still a large number of companies engaged in spring manufacture in the town and they had been consulted on the proposal and a number had expressed their support for the project. Members were requested to release a small sum of money to facilitate design, layout and installation work on the proposed artwork, with the cost of the material and work being sourced from elsewhere, including NEW College.

Members were keen that all sources of funding be explored to optimise the opportunity that this scheme presented and to ensure that the artwork was of a suitably fitting standard.

RECOMMENDED that

- 1) **as part of the Borough Council's commitment to the provision of public art, a project to celebrate and commemorate the spring industry in Redditch be approved. The project will create a fitting and permanent artwork with in the town centre to reflect the**

positive contribution to the economy and community that the spring industry has provided; and

- 2) **a financial contribution of £2000 towards the programme be approved, to be funded from General Fund revenue balances.**

12. **WETT REGULATORY SERVICE - DELEGATION TO JOINT COMMITTEE**

A request was considered to delegate the Committee's functions that related to the Regulatory Service to the new Joint Committee which was overseeing the service on behalf of the participating Councils. Similar agreement had already been received in respect of Council and Licensing Committee functions.

There was some discussion of the level of accountability that the new Joint Committee would provide although it was also noted that joint working was an increasingly common feature of the local government landscape and residents were primarily concerned with service quality and not the deliverer of the service.

RESOLVED that

the functions of the Regulatory Service, insofar as they are Executive functions, be delegated to the Joint Committee of the Worcestershire Enhanced Two-Tier (WETT) Regulatory Service.

(This report had been accepted as a matter of Urgent Business – not included on the Forward Plan and was considered at the meeting as such, with the approval of the Chair, and in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree matters of urgency being discussed by reason of special circumstances.)

In this case the special circumstances were that the information, which was not included on the Forward Plan for this meeting, was required to be considered at the present meeting in order to make the necessary delegations prior to the commencement of the service at the beginning of June 2010.)

13. **IRRECOVERABLE DEBTS**

The Committee considered writing off 15 cases of irrecoverable debt where all appropriate debt recovery actions had been taken by Officers.

RESOLVED that

the debts totalling £43,175.92 detailed in the schedule attached to the report be written off as irrecoverable.

(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 which contained the personal details of individuals. There is nothing exempt, however, this record of proceedings.)

14. OVERVIEW AND SCRUTINY COMMITTEE

Members noted that the one outstanding recommendation, that relating to the discontinuation of the Community Safety Advisory Panel, had already been acted upon at the Annual Meeting of the Council and therefore no longer required determination.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 17th and 22nd March and 7th April 2010 be received and noted.

15. SHARED SERVICES BOARD - RECOMMENDATIONS

Members considered the recommendations of the Shared Services Board meeting on 20th April, including that relating to a Framework Agreement between the two Councils.

Framework Agreement**RECOMMENDED that**

- 1) **the overarching Strategic Alliance / Shared Services Framework Agreement, as amended, be approved;**
- 2) **the Leader of each Council be authorised to sign it on behalf of that authority;**

Economic Regeneration and Development in North Worcestershire

- 3) **the four principal recommendations from the Inspira report 'Review of Economic Regeneration & Development - Strategy & Arrangements be agreed as amended; and**

RESOLVED that

- 4) the delivery of a North Worcestershire Economic and Regeneration service by a single team hosted by Wyre Forest District Council be approved; and
- 5) an Implementation Plan be agreed between the three Councils with effect from 1st October 2010 or such other date as may be agreed by the three Councils, this Implementation Plan to deal with those matters set out in paragraph 4.27 of the report submitted to the Board.

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

There were no minutes or referrals under this item.

17. ADVISORY PANELS - UPDATE REPORT

It was noted that the Community Safety Advisory Panel could be removed from the list of Panels in the report.

RESOLVED that

the report be noted.

18. ACTION MONITORING

RESOLVED that

the report be noted.

19. 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 1, 2 and 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Stratford-on-Avon District Draft Core Strategy – Consultation Response (as detailed at Minute 6 below); and

Irrecoverable Debts (as detailed at Minute 13 below).

Executive
Committee

26th May 2010

The Meeting commenced at 7.00 pm
and closed at 9.11 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



Audit & Governance Committee

20th April 2010

MINUTES

Present:

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

Also Present:

Jane Matheson and David Evans (Audit Commission)

Officers:

T Kristunas, J Pickering, C Felton and B Haycock

Committee Services Officer:

D Sunman

47. APOLOGIES

Apologies for absence were received on behalf of Councillors Hall and Norton.

48. DECLARATIONS OF INTEREST

There were no declarations of interest.

49. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 21st January 2010 be confirmed as a correct record and signed by the Chair.

50. EXTERNAL AUDIT - PROGRESS REPORT

David Evans, Audit Commission presented a Progress Report that summarised the progress and provided information on the 2008/09 and 2009/10 audits. Members noted that the 2008/09 was complete and that a planned project for reviewing the project management processes at the authority had been carried forward to 2009/10 as a result of the delay in the Abbey Stadium project. They

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Chair

were informed that it was anticipated that this review would be carried out during the summer of 2010.

RESOLVED that

the report be noted.

51. EXTERNAL AUDIT - SHARED SERVICES REPORT

The Committee received a report from Jane Matheson from the Audit Commission on a Shared Services Review of Redditch Borough and Bromsgrove District Councils that had been carried out during 2009/10. They were informed that the report had also been presented at the Shared Services Board on 20th April 2010.

As background to the report she outlined the Communities and Local Government Department's views that local government should look for different ways of working in order to achieve service improvements, efficiencies and value for money and, at the same time, make communities better places to live.

She informed members that the audit had identified that sound procedures had been put in place to support the delivery of shared services and a shared Chief Executive. The Councils had made good early progress but a longer term programme of work would be required and that there would be risks attached. However, it was noted that Officers and Councillors understood the main risks and their role in providing solutions to those.

Conflicts of interest were being managed well and external legal advice sought when required. Robust discussion regarding allocation of costs and savings had taken place.

Governance arrangements had worked well but it had been recognised that a review would be required to ensure that the arrangements remained fit for purpose. Assurances have been put in place to ensure the governance process is, as far as possible, fair and independent.

The report made the following recommendations:

- 1) Risks should be discussed at the Shared Services Board meetings, not only around the level of significance and impact, but to identify new risks:
- 2) The Councils should set out their contingency position for either a fall back or exit strategy;

Audit & Governance

Committee

20th April 2010

- 3) To provide a full set of working papers at full Council meetings where decisions on shared services are made thus reflecting the significance of the decisions taken and enable full informed debate;
- 4) The Councils should review the governance arrangements of the Shared Services Board and whether it was appropriate for this Board to continue with its current role.
- 5) The Councils should develop a performance management process for shared services including what information would be needed for the single management team to manage performance and what information would be needed to enable Councillors to manage and scrutinise performance; and
- 6) The Councils should review the expected costs and savings, ensure that they are realistic and monitor their delivery and that all legal issues have been resolved.

RESOLVED that

the report be noted.

52. EXTERNAL AUDIT - OPINION AUDIT PLAN

David Evans, Audit Commission, presented a report on the Audit Opinion Plan for 2009/10 that set out the audit work proposed for the audit of financial statements 2009/10.

He informed members that the fee for the audit would be £127,750, which included the audit of accounts, assessment of Value for Money (VFM) and scoring of Use of Resources.

Specific opinion risks were identified as follows:

- a) changes to 2009/10 Statement of Recommended Practice (SORP);
- b) processing errors in payroll system in April 2009;
- c) shared services and the creation of single management team may affect the finance office and the production of accounts; and
- d) a requirement to provide assurance to the County Council on the estimate of Council Tax due at year end.

The key milestones and deadlines were identified as follows:

- i) the Council prepare the financial statements by 30th June 2010; and

Audit & Governance

Committee

20th April 2010

- ii) the Audit Commission complete audit and issue opinion by 30th September 2010.

RESOLVED that

the report be noted.

53. EXTERNAL AUDIT - SURVIVING THE CRUNCH

The Committee received a report, for information, from the Audit Commission titled "Surviving the Crunch".

RESOLVED that

the report be received.

54. INTERNAL AUDIT - PROGRESS REPORT

Members considered a report that provided an update of audits completed by the Internal Audit team since the previous progress report to this Committee on 21st January 2010.

RESOLVED that

the report be noted.

55. INTERNAL AUDIT - AUDIT ANNUAL PLAN 2010/11

The Committee received a report that outlined the finalised planned programme of work for Internal Audit for 2010/11.

Officers reported that the programme had been prepared based on a risk assessment of the services provided by the Council. Additionally some key system audits had been included in to be carried out on behalf of the Council's external auditors.

Members were informed that with effect from 1st June 2010 the Council's Internal Audit function would be transferred to Worcester City Council as part of the Worcestershire Enhanced Two Tier (WETT) programme. However, for the first 10 months of this programme the newly created Internal Audit Service has planned to adopt existing approved audit plans already in place in all Councils.

RESOLVED that

the programme of planned audit work for 2010/11 be approved.

Audit & Governance

Committee

20th April 2010

56. PARTNERSHIP GOVERNANCE FRAMEWORK AND TOOLKIT

The Head of Legal, Equalities and Democratic Services (Monitoring Officer), Claire Felton, gave a verbal update on the Performance Governance Framework that had been implemented by the Council.

Members were informed that the good practice carried out by the Council would assist Bromsgrove District Council, Worcestershire County Council and other District Council across the County in implementing the Governance Framework.

RESOLVED that

the report be noted.

57. RISK MANAGEMENT UPDATE

Members considered an update of the Council's risk management arrangements in line with the Corporate Risk Management arrangements, together with an update on risk management developments and activity.

The Head of Finance and Resources reported that the Corporate Risk Register comprised 22 risks that were categorised as follows:

- i) 13 considered to be high;
- ii) 6 considered medium; and
- iii) 3 considered low.

Members were informed that the number of 'high' risks had reduced by one increase with a corresponding increase in those categorised as 'low' since her last report. She reported that this was because quarterly budget monitoring showed that the required level of savings for 2009/10 were expected to be achieved at the year end.

Corporate Risks considered to be most significant relate to:

High No	Description
2.	Failure to deliver on the Council's procurement agenda.
3.	Failure to deliver the Asset Management Strategy.
4.	Failure to implement effective business continuity arrangements.
8.	Failure of the Local Strategic Partnership to support corporate objectives.
9.	Failure to identify a suitable, affordable scheme to enhance leisure provision (including options at Abbey Stadium).
24	Failure to manage the impact of job evaluation.

Audit & Governance

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20th April 2010

The Executive Director of Finance and Resources reported that Officers were investigating the feasibility of a combined Risk Register for Redditch Borough and Bromsgrove District Councils.

Members were informed that the composition of the Risk Management Monitoring Group would need to be reviewed to take account of appointments made to the Single Management Team. Officers were asked to consider Member involvement on the group.

RESOLVED that

the report be noted.

58. REVIEW OF THE EFFECTIVENESS OF THE AUDIT AND GOVERNANCE COMMITTEE - CHAIR' S REPORT

The Chair of the Committee presented his annual review of the effectiveness of the Audit and Governance Committee.

Officers were asked to arrange a repeat of training on the Statement of Accounts with an invitation to all Councillors.

The Vice-Chair of the Committee thanked the Chair for his report.

RESOLVED that

the report be noted.

59. REVIEW OF THE OPERATION OF THE AUDIT AND GOVERNANCE COMMITTEE - MUNICIPAL YEAR 2009/10

Members were asked to discuss the operation of the Committee during the Municipal Year 2009/10 to identify 'what went well' and 'what could be improved.'

Members felt that training was important but should be relevant and involve Members in problem solving.

Reports should be written in language and terms that are easy to understand.

60. INTERNAL AUDIT - MEMBER SUGGESTIONS FOR FUTURE AUDIT ACTIVITY

Members were asked to identify suggestions for future Internal Audits.

Audit & Governance Committee

20th April 2010

Members agreed that this should remain as a standard item on the Agenda and that all Councillors be invited to suggest issues that could be included for Internal Audits.

61. COMMITTEE WORK PROGRAMME 2009 - 2011

Members considered the Committee's Work Programme for 2009/11.

RESOLVED that

- 1) the meeting scheduled for 1st June to be rearranged to mid June;**
- 2) the meeting planned for 30th September be moved to 28th September; and**
- 3) Officers amend the programme and report to the next meeting of the Committee.**

The Meeting commenced at 7.03 pm
and closed at 8.40 pm



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Licensing Committee

17th May 2010

MINUTES

Present:

Councillor Michael Braley (Chair), Councillor Kath Banks (Vice-Chair) and Councillors Michael Chalk, Anita Clayton, Jack Cookson, Bill Hartnett, Wanda King, Brandon Clayton, Carole Gandy, Gay Hopkins, Brenda Quinney and Mark Shurmer (substituting for Councillor Fry)

Officer:

C Flanagan

Committee Services Officer:

I Westmore

1. APOLOGIES

Apologies for absence were received on behalf of Councillors Pearce and Fry. Three vacancies on the Committee were taken by Councillors B Clayton, Hopkins and Quinney.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 25th January 2010 be confirmed as a correct record and signed by the Chair.

4. LICENSING ACT 2003 - GAMBLING ACT 2005 - DELEGATION TO OFFICERS

A report was considered in respect of amendments to the Scheme of Delegation to Officers.

The proposals did not constitute an increase to the authority already delegated to Officers but rather delegated a number of functions to a different Officer, the newly appointed Head of Regulatory Service under the Worcestershire Enhanced Two-Tier Programme. In

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Chair

addition, the report was seeking explicit authorisation for further delegation to be given by the Head of Regulatory Service.

Finally, Members attended to a minor revision required in relation to the prosecution of offences under the Licensing Act 2003 and Gambling Act 2005.

RESOLVED that

- 1) **the functions under the Licensing Act 2003 and the Gambling Act 2005 currently delegated to the Head to Environment / Environmental Health Manager / Licensing Manager / Licensing Officer be delegated to the Head of Regulatory Service;**
- 2) **the Head of Regulatory Service be authorised to further delegate those functions, these further delegations to be recorded within the Constitution once made; and**
- 3) **the authorisation of prosecutions for offences under the Licensing Act 2003 and the Gambling Act 2005, be delegated to the Head of Regulatory Service.**

The Meeting commenced at 7.03pm
and closed at 7.15pm

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Chair



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LICENSING

Committee

3rd June 2010

MINUTES

Present:

Councillor Michael Braley (Chair), Councillor Anita Clayton (Vice-Chair) and Councillors Michael Chalk, Simon Chalk, Andrew Fry, Carole Gandy, Robin King and Wanda King

Also Present:

Councillor J Brunner (Portfolio Holder for Community Safety and Regulatory Services)

Officers:

S Garratt and A Teepe

Committee Officers:

5. APOLOGIES

Apologies for absence were received from Councillors Banks, Hartnett and Pearce.

6. DECLARATIONS OF INTEREST

There were no declarations of interest.

7. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 17th May 2010 be confirmed as a correct record and signed by the Chair.

8. TAXI RANK, EVESHAM ROAD - OBJECTIONS

Members were asked to consider a report that outlined objections to proposals to site additional and alternative taxi ranks on Evesham Road, Headless Cross.

The Licensing Manager reported that further to Minute 25 of the meeting of this Committee held on 25th January 2010, the

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Chair

LICENSING

Committee

3rd June 2010

approved proposals had been publicised as required by the Local Government (Miscellaneous Provisions) Act 1976. These proposals included the provision of an additional Hackney Carriage rank for 6/7 spaces outside Steps Bistro and the re-siting of the current provision of 3 spaces situated outside the White Hart on the pavement; to the roadside opposite the White Hart public house.

Councillor Gandy, in her role as a Ward Councillor for Headless Cross and Oakenshaw, reported that she had withdrawn her support for the proposals for the following reasons:

- 1) the proposals would only increase the number of taxi ranks by 6 bays. However there could be 30 – 40 taxis in the area on Thursday, Friday and Saturday nights either parked in exactly the same places as at present or cruising up and down the road waiting for a taxi rank space to become available.
- 2) the big parking problems in the area are at the Dog and Pheasant, which has no parking and the Council's sheltered housing scheme at Headley Court, which provides parking for residents' only and is over subscribed. Residential properties fronting onto that part of Evesham Road do not have garages or drives and have no opportunities for off-street parking. She highlighted that parking is an issue for a number of shops and, in particular, the hairdressers.

Councillor Gandy withdrew from the meeting at this point because of her prior involvement as a Ward Councillor.

Members were informed that the response of Worcestershire County Council, as Highways Authority, following further consultation had been as follows:

"The intention of the proposal from a traffic management/road safety perspective is to remove the inappropriate taxi rank from the footway, which is deemed a safety hazard. The loss of this facility would be offset by the utilisation of the bus stop clearway areas for taxis during the evening and also the additional provision of taxi facilities outside Steps public house. There will actually be a net increase in taxi ranks spaces available, which will help to formalise taxi parking and therefore minimise indiscriminate parking which currently takes place. Regardless of these proposals going forward, we are obliged to remove the unofficial marking from the pavement area, and we would encourage Redditch Borough Council to remove any formal Hackney Carriage Stand Order that may exist. We wouldn't support the general principle of a lay-by when facilities can be accommodated within existing highway

LICENSING

Committee

3rd June 2010

arrangements as proposed. I would also say that a lay-by at this location would leave a substandard footway width and interfere with visibility from the pub accesses”.

Redditch Taxi Association had responded to the consultation stating that:

“they feel the implementation of these new and revised ranks would improve the congestion problems and that noise and anti social behaviour problems would increase if no rank provision in that area was provided.”

The Chair tabled a letter dated 2nd June 2010 from PC S Worley (784), the Beat Officer for Headless Cross and Oakenshaw, which withdrew Police support for the proposed changes based on resident’s objections and the inability to enforce any changes. The Licensing Manager reported that she had not been informed by the Police prior to the meeting that they intended to withdraw their support for the proposals.

Members were informed that other objections had been received as follows:

REASON	NUMBER OF OBJECTIONS		
	PETITION 1	PETITION 2	LETTERS OF OBJECTION
Parking spaces needed for staff and customers	35		1
Resident and visitor parking needs	14	11	11
Unspecified parking needs	19	2	
Window cleaning	1		
Noise	9	1	
No requirement for change	4	1	
No taxis	13		
No parking	17		
Dangerous		5	
Blocking the church		1	

LICENSING

Committee

3rd June 2010

REASON	NUMBER OF OBJECTIONS		
	PETITION 1	PETITION 2	LETTERS OF OBJECTION
Taxis obstructing access and parking on double yellow lines		1	1
Too many taxis		2	
Taxis turning in driveway		1	
Road congestion		4	
Nuisance		1	
Not discussed		1	
Vomit, urine and damage to business premises			2

RESOLVED that

1. that a decision on the proposals be deferred pending a late night site visit on 18th or 25th June 2010;
2. that Officers investigate the possible utilisation of local business parking at night for taxis; and
3. that Officers clarify Police information regarding the proposals and invite a representative to attend the meeting on 19th July 2010.

The Meeting commenced at 7.00 pm
and closed at 7.40 pm



Planning Committee

27th April 2010

MINUTES

Present:

Councillor Michael Chalk (Chair) and Councillors K Banks, P Anderson (substituting for Councillor Smith), M Braley, D Enderby, W Hartnett, N Hicks and D Hunt

Also Present:

M Collins (Vice-Chair – Standards Committee)

Officers:

R Bamford, C Flanagan, A Rutt and S Skinner

Committee Services Officer:

A C Stephens

120. APOLOGIES

Apologies for absence were received on behalf of Councillors R King and Smith.

121. CHAIR'S ANNOUNCEMENTS

- a) The Chair referred to Mrs Bamford's recent appointment to the post of Head of Planning and Regeneration for Redditch Borough and Bromsgrove District Councils. The Committee congratulated her on her promotion.
- b) The Chair stated that there would be an amended procedure for the consideration of the applications for planning permission at the meeting; specifically, the Officer's presentation would be followed by the public speakers, questions to public speakers, questions to the Officers, consideration of / debate on the application, proposition and then voting.

122. DECLARATIONS OF INTEREST

There were no declarations of interest.

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Chair

123. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 30th March 2010 be confirmed as a correct record and signed by the Chair.

124. APPLICATIONS FOR PLANNING PERMISSION

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

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 the first application being considered.

125. PLANNING APPLICATION 2010/013/FUL – 'CAMARAT', DARK LANE, ASTWOOD BANK

Single-storey side and rear extensions,
replacement pitched roof over kitchen,
conversion of garage into living area,
rebuild of porch and new single storey garage
Applicant: Mr A Murphy

Mr P Simpson, an Objector, and Mr A Murphy, 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:-

- 1) the conditions summarised in the main report; and**
- 2) the submission of satisfactory amended plans, approved in writing by the Local Planning Authority, in respect of lowering the floor of the proposed garage.**

**126. LISTED BUILDING CONSENT APPLICATION 2010/019/LBC
AND PLANNING APPLICATION 2010/020/FUL –
14A HIGH STREET, POOL BARN, FECKENHAM**

Single-storey extension to provide hallway and store room
Applicant: Mr P Tricklebank

RESOLVED that

having regard to the Development Plan and to all other material considerations Listed Building Consent and Planning Permission be GRANTED, subject to the conditions summarised in the main report.

**127. PLANNING APPLICATION 2010/044/FUL –
LAND AT WINYATES WAY AND MOONS MOAT DRIVE,
REDDITCH**

Erection of three general industrial units (B2) with associated offices, car parking and service yard
Applicant: Mr D Nash

RESOLVED that

having regard to the Development Plan and to all other material considerations Listed Building Consent and Planning Permission be GRANTED, subject to the conditions summarised in the main report.

**128. MEMBERS' PLANNING CODE OF GOOD PRACTICE -
REVISIONS**

Further to the Committee's previous detailed consideration of a draft proposed Members' Planning Code of Good Practice, Officers provided a number of clarifications on a range of matters, only one of which led to any material change to the proposed document.

That was, in connection with 'Lobbying of Councillors' (on page 35 of the report) that lobbying correspondence should be passed to Development Control Officers, for them to note and acknowledge (and that the subsequent 'Do advise the sender' paragraph be deleted accordingly.

A few minor textual corrections were also noted and agreed.

Members thanked Officers for their full and very accurate translation of their required amendments to the original draft document.

RESOLVED that

subject to the minor textual adjustment recorded in the preamble above,

- 1) the Code of Conduct for Members in respect of Planning Matters, as set out in Appendix 1 to the main report, be approved; and**
- 2) the Code be referred back to the Standards Committee for its further consideration, prior to recommendation on to Council.**

129. INFORMATION REPORT

The Committee received information relating to the outcome of an appeal against a Planning decision. The appeal, which had been dismissed, was in respect of the retrospective application for an open sided car port. The Committee was informed that the structure had already been removed and that no enforcement action would be necessary.

RESOLVED that

the item of information be noted.

130. REVIEW OF OPERATION OF THE PLANNING COMMITTEE - MUNICIPAL YEAR 2009/10

The Committee gave consideration to the operation of, and procedures undertaken, during its meetings held during the 2009/10 municipal year and raised the following matters:

- a) Revised Committee Procedure for Applications

Members agreed to continue with the slightly revised running order for consideration of applications, as trialled at the present meeting.

- b) Photographs

Members asked Officers to provide more photographs of application sites where, in Officers' judgement, it would prove helpful to the Committee's understanding of specific sites and applications and not prejudice fair consideration of applications.

The potential use of 'Google Earth' and similar computer solutions was also mentioned.

c) Training for Planning Members

Members sought a review of the nature and frequency of mandatory training required before they could consider Planning applications. Once Member urged that Councillors consider attending Planning Summer School periodically.

d) Statutory Fees – Retrospective Applications

It was suggested that Officers make representations about current levels of statutory fees in relation to retrospective planning applications. Members felt that there was justification for a higher 'penalty' fee in such instances.

RESOLVED that

the comments and issues raised by Members, and detailed in the preamble above, be noted and adopted by the Committee for its practical operation and procedures during the forthcoming municipal year 2010/11.

The Meeting commenced at 7.00 pm
and closed at 8.26 pm

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CHAIR



Planning Committee

25th May 2010

MINUTES

Present:

Councillor Michael Chalk (Chair), Councillor Nigel Hicks (Vice-Chair) and Councillors P Anderson, K Banks, B Clayton, W Hartnett and R King

Also Present:

M Collins (Vice-Chair - Standards Committee)

Officers:

R Bamford, S Edden, A Hussain, A Rutt and S Skinner

Committee Services Officer:

A C Stephens

1. APOLOGIES

An apology for absence was received on behalf of Councillor W King.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 27th April 2010 be confirmed as a correct record and signed by the Chair.

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Chair

**4. PLANNING APPLICATION 2010/069/FUL –
REDDITCH GOLF CLUB, GREEN LANE, CALLOW HILL**

Green keepers compound and
building with associated interval welfare facilities,
wash down pad, fencing and landscaping
Applicant: Redditch Golf Club

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 main report.

**5. PLANNING APPLICATION 2010/071/FUL –
LAND BETWEEN CAR PARK 1 AND CAR PARK 3,
REDDITCH RINGWAY**

Erection of a hotel (with ancillary uses),
replacement of vehicle turning head and
provision of four car parking spaces, associated access
engineering and landscaping works
Applicant: Scottish Widows PLC and Scottish Widows Unit Funds

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

Mr R Shah - Objector

Councillor D Taylor - Ward Councillor objector, representing Ward residents

Councillor G Chance - Ward Councillor objector, representing Ward residents

Mr D Smith – Supporter, representing the Applicant

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the main report, together with the following additional condition no. 10 and informative nos. 3 and 4:

Condition:

‘10. Drainage details as requested by Severn Trent Water Ltd.’

Informatives:

- ‘3. **Severn Trent drainage information.**
4. **Members of the Planning Committee, when determining the application, were keen to encourage the provision, and use of, staff parking in Car Park 1 in order to prevent its displacement onto surrounding residential streets. Therefore, free or discounted parking rates for staff were suggested and encouraged. Further discussion should take place with Planning Officers in the first instance.’**

**6. PLANNING APPLICATION 2010/029/FUL –
THE VILLAGE SHOP, DROITWICH ROAD, FECKENHAM**

Change of use of existing retail store to retail use,
partial change of use of existing shop to Class A3 (Cafeteria use),
replacement of shop front and
replacement doors to retail storage area
Applicant: The Village Shop Association

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 main report.

**7. PLANNING APPLICATION 2010/064/FUL –
CALLOW HILL FARMHOUSE, CALLOW HILL LANE,
CALLOW HILL**

Ground floor extension to rear of property
Applicants: Mr G Nicholls and Mrs L Carnes

RESOLVED that

- 1) **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 main report; and**
- 2) **authority be delegated to the Head of Planning and Regeneration Services to GRANT Listed Building Consent (Planning Application 2010/117/LBC), subject to the expiry of the statutory consultation period.**

8. OUTCOMES OF APPEALS AGAINST PLANNING DECISIONS

The Committee received and considered two information items relating to outcomes of appeals against Planning decisions, namely:

- a) Planning Application 2009/235/FUL
3 Hillmorton Close, Church Hill North
Car port to side of existing garage

Members noted that the appeal against the Council's decision to refuse planning permission (under Officers' delegated powers), on grounds relating to the appearance of the proposed development in the street scene by virtue of its design, height and siting, had been DISMISSED by the Inspector.

- b) Planning Application 2009/251/FUL
25 Milton Close, Headless Cross, Redditch
Single and two storey extensions to dwelling

Members noted that the appeal against the Council's decision to refuse planning permission (under Officers' delegated powers), on grounds relating to the detrimental impact of the proposed development upon the character and appearance of the existing dwelling, had been DISMISSED by the Inspector.

RESOLVED that

both items of information be noted.

The Meeting commenced at 7.00 pm
and closed at 8.41 pm

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CHAIR