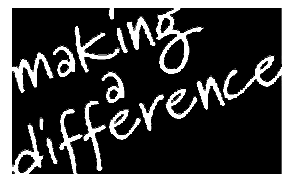


additional papers 1

# Council

Mon 9 Aug  
2010  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

**Ivor Westmore  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01527) 64252 Fax: (01527) 65216  
e.mail: [ivor.westmore@redditchbc.gov.uk](mailto:ivor.westmore@redditchbc.gov.uk) Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

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

**The emergency Assembly Area is on Walter Stranz Square.**

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

**and**

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



# Council

9th August 2010

7.00 PM

Council Chamber Town Hall

## 10. Executive Committee

A. To formally receive the minutes of the meeting of the Executive Committee held on 16th June 2010.

(All decisions here have previously been fully resolved. There are no outstanding recommendations or referrals which require the Council's consideration.)

**(Minutes circulated in Minute Book 2 2010/11 – already circulated)**

B. To receive the decision notice and consider the recommendations and/or referrals from the following meeting of the Executive Committee:

28th July 2010

Matters requiring the Council's consideration may include:

- REDI Centre Options (to be considered earlier on the agenda);
- Council Plan 2010 / 2013;
- Redditch Borough Council's Sheltered Housing Stock; and
- Write Off Policy Update.

**(Decision notice attached)**





## **Executive Committee**

28th July 2010

### **Notice of Decisions**

#### **Present:**

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

#### **Also Present**

Councillors Kath Banks and Andrew Brazier

#### **REDI Centre Users' Deputation:**

Ms Justine Bailey, Ms Heidi Gregg, Ms Julie Hughes, Mr Tony Powell and Ms Mandy Bonehill

#### **Officers:**

C Flanagan, S Hanley, T Kristunas, S Powell, L Tompkin, K Cook and K Dicks

#### **Committee Services Officer:**

I Westmore

#### **39. APOLOGIES**

There were no apologies for absence.

#### **40. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **41. LEADER'S ANNOUNCEMENTS**

The Chair advised that she had accepted the following matter as urgent business:

Item 6 – REDI Centre Options

#### **42. MINUTES**

##### **RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 16th June 2010 be confirmed as a correct record and signed by the Chair.**

**43. DEPUTATION - REDI**

(A deputation comprising Ms Justine Bailey, Ms Mandy Bonehill, Mr Tony Powell, Ms Heidi Gregg and Ms Julie Hughes, users of the REDI Centre was received by the Committee. Ms Hughes, Ms Bailey and Mr Powell spoke for the deputation.

The Chair thanked the deputation for their attendance and contribution)

**44. REDI CENTRE OPTIONS**

**RESOLVED that**

- 1) the extension of the existing Learndirect contract only to August 2011 be noted and that Officers appraise Members at the earliest opportunity of the sustainability of the contract beyond this point; and**

**RECOMMENDED that**

- 2) Option 4 as set out within the report (relocation of the Learndirect activity to another Council facility) be approved, subject to this being endorsed by Learndirect and that Officers be instructed to liaise with Learndirect as to validation and inspection arrangements; and**
- 3) the costs of proceeding with Option 4 (£90,000) be approved, these costs to be met from revenue balances.**

(At this point - 8.05 p.m. - the meeting adjourned and reconvened at 8.18 p.m.)

**45. COUNCIL PLAN 2010 / 2013**

**RECOMMENDED that**

**the Council Plan 2010-2013 attached at Appendix 1 to the report be approved.**



**46. REVIEW OF REDDITCH BOROUGH COUNCIL'S SHELTERED HOUSING STOCK FURTHER TO COMMUNITY CONSULTATION**

**RECOMMENDED that**

- 1) the preferred options, as determined by Members, from those detailed in Appendix 2 to the report, Section 6.1 (Option A) and 6.2 (Option A) be approved;**

**Section 6.1 – Chiltern House (Option A)**

- That the current older persons' accommodation is returned to general let and that officer's should meet with residents to discuss a sensitive approach to allocations.
- Any current tenants affected would be offered an appointment with a dedicated officer to discuss any concerns and all relevant options would be explored.
- If this option is approved Officers could give further consideration to converting the communal lounge into a disabled flat or into other rentable accommodation to increase revenue.
- That further consideration be given to converting the bedsit which is currently used as an office for the Home Support Officer into rentable accommodation to increase revenue.

**Section 6.2 – Auxerre House (Option A)**

- Opportunity for first time buyers under the Homebuy Scheme. HomeBuy enables social tenants, key workers and first time buyers to buy a share of a home and get a first step on the housing ladder.
- 2) up to £166,150.00 capital funding be approved for the essential improvement works recommended in Appendix 4 to the report;**
- 3) up to £31,051.00 revenue funding be approved to fund the post of Older Persons' Housing Liaison Officer as detailed in Appendix 16 to the report and paragraph 5.5 of the report; and**

**RESOLVED that**

- 4) based on the findings of the Review of Redditch Borough Council's Sheltered Housing, the categorisation of properties on page 11 in Appendix 2 to the report be adopted;
- 5) Officers undertake a feasibility study to consider the findings and options in Appendix 2, Section 6.3 to the report and bring a further report back to Councillors within 12 months of this report;
- 6) if approved, the above changes only be applied to new tenants from 1st April 2011 with all current residents keeping their tenancy, even if they do not meet the new criteria;
- 7) the revised Action Plan in Appendix 3 be adopted;
- 8) an additional member of staff be appointed for twelve months to facilitate the change management process (see Appendix 16); and  
  
subject to the Council's approval of the budgetary implications, as specified separately above, and consequent adjustment of the Capital Programme
- 9) approval be given to incur up to the expenditure detailed in 2) above for the purposes detailed in the report, in accordance with Standing Order 41; and
- 10) the proposals detailed above be agreed in principle but that the matter be deferred to 8th September 2010 Executive Committee to enable residents' feedback on the specific proposals to be sought.

(The categorisation of properties on page 11 in Appendix 2 to the report is included as an appendix to this decision notice)

**47. CAPITAL PROGRAMME OUTTURN 2009/10**

**RESOLVED that**

**the report be noted.**

**48. WRITE OFF POLICY UPDATE**

**RECOMMENDED that**

- 1) **the draft Write Off Policy included at Appendix 1 to the report be approved; and**
- 2) **the Council's Scheme of Delegation to Officers and Financial Regulations be amended accordingly.**

(Councillor Carole Gandy left the Chamber at 9.31pm and Councillor Michael Braley assumed the Chair. Councillor Gandy resumed the Chair at 9.36pm, following consideration of the above item.)

**49. OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 23rd June 2010 be received and noted.**

(Officers undertook to speak to Councillor Anderson following the meeting regarding the reliability of the system for forwarding external telephone calls to specified extension numbers via the Council's telephone system [Worcestershire Hub Review])

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

There were no minutes or referrals under this item.

**51. SHARED SERVICES BOARD**

**RESOLVED that**

**Shared Services and Transformation Programme**

- 1) **the use of the WMIEP (West Midlands Improvement and Efficiency Partnership) Systems Thinking change methodology for the transformation of service areas be approved;**
- 2) **the proposed programme of service areas to be considered for Shared Services / Transformation**

between the two Councils, as detailed in the Appendix to the report, be approved; and

**Procurement**

**3) the proposal be agreed in principle.**

(Consideration of the Shared Services Board minutes took place in public as the reasons for making the information exempt had ceased to be relevant given the passage of time)

**52. ADVISORY PANELS - UPDATE REPORT**

**RESOLVED that**

**the report be noted.**

(Meetings of the following Panels were to be arranged in the near future:

Grants Panel; and

Leisure Contracts Advisory Panel.

It was noted that meetings of the Planning Advisory Panel had been suspended whilst information from central Government on the future direction of planning policy was awaited.

It was also noted that the Independent Remuneration Panel responsibilities had transferred to a Council-wide body.)

**53. ACTION MONITORING**

**RESOLVED that**

**the report be noted.**

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

**RESOLVED that**

**the matter be noted.**

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

**Executive**  
Committee

28th July 2010

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Invalid Planning Applications- Introduction of Administration Fee  
(UB Reference 483))

The Meeting commenced at 7.00 pm  
and closed at 9.53 pm



## **5. PROPOSED CATEGORIES**

### **Older Persons Supported Housing – Category A**

(see Section 9.1 for properties proposed for inclusion in this category)

- suitable for persons aged **65** years old and over **and** who have an assessed support need.
- acceptable safety and security standards
- in a suitable, desirable location
- suitable internal and external access, including a lift to upper floors
- suitable communal facilities
- eligible to join in communal activities at other schemes

### **Older Persons Housing – Category A Bungalows**

(see Section 9.1 for properties proposed for inclusion in this category)

- suitable for persons aged **60** years old and over with preference to be given where there is an assessed support need or to a wheelchair user
- also suitable for adults aged 18 years old and over with severe mobility issues or wheelchair users
- suitable internal and external access
- eligible to join in communal activities at other schemes

### **Older Persons Housing for Over 60's– Category B**

(see Section 9.2 for properties proposed for inclusion in this category)

- suitable for persons aged **60** years old and over with or without an assessed support need
- priority would be given to wheelchair users in level access units
- priority would be given to those with an assessed support need
- upper floors (where appropriate) only suitable for mobile persons
- priority to move to lower floors would be given to current upper floor residents if criteria met
- suitable internal and external access
- eligible to join in communal activities at other schemes

### **Over 50's Housing – Category C**

(see Section 9.3 for properties proposed for inclusion in this category)

- suitable for persons aged 50 years old and over with or without an assessed support need
- upper floors (where appropriate) only suitable for mobile persons
- priority on lower floors would be given those with mobility issues
- priority to move to lower floors would be given to current upper floor residents if criteria met
- eligible to join in communal activities at other schemes

