

additional papers 1

# Executive Committee

Wed 8 Sep  
2010  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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

# Access to Information - Your Rights

---

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

Your main rights are set out below:-

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

---

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

**Denise Sunman  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01527) 64252 ext 3270 Fax: (01527) 65216  
e.mail: [denise.sunman@redditchbc.gov.uk](mailto:denise.sunman@redditchbc.gov.uk) Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

---

### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

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

**Do Not use lifts.**

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

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

# Declaration of Interests: Guidance for Councillors

---

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:-

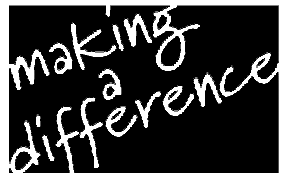
- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these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



# Executive

8th September 2010

7.00 pm

## Committee

Committee Room 2 Town Hall

### Agenda

#### Membership:

Cllrs:	Carole Gandy (Chair)	Malcolm Hall
	Michael Braley (Vice-Chair)	Gay Hopkins
	Juliet Brunner	Jinny Pearce
	Greg Chance	Debbie Taylor
	Brandon Clayton	

#### **14. Budget Review Guidance 2011/12 to 2013/14**

(Pages 1 - 10)

J Pickering - Exec Director  
(Finance and Corporate  
Resources)

To consider the process and timetable for the compilation of the budget for 2011/12 to 2013/14.

(Report attached)

**(No Specific Ward Relevance)**



**REDDITCH BOROUGH COUNCIL****EXECUTIVE  
COMMITTEE**8<sup>th</sup> September 2010**BUDGET GUIDANCE AND TIMETABLE 2011/12**

Relevant Portfolio Holder	Cllr Mike Braley
Relevant Head of Service	Teresa Kristunas
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To inform Members of the proposed budget process to be followed to enable development and consideration of the financial plan for 2011/12-2013/4.

**2. RECOMMENDATIONS**

**Members are asked to consider and note the timetable**

**3. BACKGROUND**

- 3.1 The Council aims to approve a three-year budget for revenue and capital by February 2011. This report seeks to provide an overview of the process and timetable to be followed that will enable this to be achieved.
- 3.2 The review and development of the financial plan includes consideration by officers and members together with periods of public consideration and opportunities for detailed scrutiny at workshops to be undertaken in October and November.
- 3.3 The current financial climate together with the affect of the Comprehensive Spending Review in October 2010 will have a significant impact on the Councils future finances and spending plans. Officers will be reviewing each budget in detail to ensure that any savings that are proposed are considered in line with the Council priorities and the impact on the community.

**4. KEY ISSUES**

- 4.1 The process will focus on two main elements:
- Budget holders will be asked to critically review the budget for the current financial year (2010/11) in order to establish a revised estimate. This will not be formally reported anywhere but will seek to identify the over / underspend at the end of the financial year and the subsequent effect on balances.

**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE  
COMMITTEE**

**8<sup>th</sup> September 2010**

---

- Budget holders will be asked to compile the budget for the next three years (2011/12 to 2013/14)

Budget holders should ensure that they involve the appropriate portfolio holder in their consideration of the budget.

- 4.2 The review of the current year will require managers to identify possible savings within their respective areas. This is essential to help maximise the resources available in order to sustain the longer term financial position of the Council. In order to achieve this managers must review the services delivered in their areas and ensure that they are linked to the objectives and priorities of the Council. Any services that do not meet this criteria should be flagged up as an area for further review.
- 4.3 For the period 2011/12 to 2013/14 managers are asked to base their expectations on how much it will cost to continue to provide the current level of service. To assist with this the Accountancy Section will roll forward the original estimate for 2010/11 to 2011/12, 2012/13 and 2013/14.
- 4.4 Any increased resource requirements that are needed to improve performance or introduce new initiatives i.e., any changes planned over the period should be included within the appropriate service business plan and a separate business case submitted. This should include any additional resource requirements that are needed to address the Council priorities. Managers should ensure that their accountant is fully involved in the costing of any proposals that have financial implications regardless of whether they originate within management plans or priority plans.
- 4.5 All budget holders will be expected to maximise income as part of the budget strategy. If additional income has been used in the current financial year to fund additional expenditure this only applies to this financial year. Where managers wish to use additional income, identified within future years' budgets, to fund additional spending a suitable business case will be needed. In addition budget holders will be expected to work with the accountancy teams to establish the correct basis for income using volume of usage rather than rolling forward previous years budgets. The work currently being undertaken across the County to identify areas of inconsistency in charging will also be used for the budget purposes.
- 4.6 In addition it is expected as part of the review that all budget holders will critically review their budgets to identify any potential savings within their



**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE  
COMMITTEE**

**8<sup>th</sup> September 2010**

---

service area. An option for change form has been developed that all budget holders will be expected to complete. This will seek to provide further detail on how each element of the budget contributes to the Council's objectives and priorities and the effect that a reduction may have on performance. It is expected that for each budget line managers will show the effect of a 10%, 20%, 30% cut as well as termination of the service.

- 4.7 In addition to the above budget holders are to estimate the potential savings from shared services over the medium term financial plan period.

**5. FINANCIAL IMPLICATIONS**

The financial impact of the budget proposals will be reported to Members on a regular basis as identified in this report.

**6. LEGAL IMPLICATIONS**

None as a direct result of this report.

**7. POLICY IMPLICATIONS**

None as a direct result of this report. Any changes to policy as a result of budget proposals will be reported to Members.

**8. COUNCIL OBJECTIVES**

The setting of a balanced and considered budget will help support the Council's objectives over the medium term financial plan.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

The development and full consideration of a balanced financial plan will ensure the Council can manage risks associated with the current financial climate more effectively

**10. CUSTOMER IMPLICATIONS**

The impact of changes in service delivery as a result of proposed changes will be reported to Members for consideration.

**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE  
COMMITTEE**

8<sup>th</sup> September 2010

---

**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

The inclusion of stakeholders and the budget jury within the budget setting process will ensure that the impact of the proposals are assessed for the impact across the whole community.

**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

Officers will ensure that whole life costs are included in budget proposals and that opportunities for savings from procurement and utilising assets more effectively are addressed.

**13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

Officers will include impact on the environment when proposing budget savings and additional services to be provided.

**14. HUMAN RESOURCES IMPLICATIONS**

Budget proposals that may impact on staffing numbers will be discussed with HR and will be subject to formal consultation periods.

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

None as a direct result of this report

**16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

None as a direct result of this report

**17. HEALTH INEQUALITIES IMPLICATIONS**

Budget proposals to support the improvement of health in the District will be considered as part of the review.

**18. LESSONS LEARNT**

The full consideration and detailed review of the budget will ensure that the Council funds its priority areas and addresses all options for service delivery over the medium term.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE  
COMMITTEE**8<sup>th</sup> September 2010**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The involvement of the budget jury will improve the community engagement together with the ability for stakeholders to raise issues relating to the budget through on-line access.

**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	Yes
Executive Director – Planning & Regeneration, Regulatory and Housing Services	Yes
Director of Policy, Performance and Partnerships	Yes
Head of Service	Yes
Head of Resources	Yes
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

**21. WARDS AFFECTED**

All wards will be affected by budget proposals

**22. APPENDICES**

Appendix 1 – Budget timetable

**23. BACKGROUND PAPERS**

**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE  
COMMITTEE**

**8<sup>th</sup> September 2010**

---

**AUTHOR OF REPORT**

Name: Jayne Pickering  
E Mail: [j.pickering@bromsgrove.gov.uk](mailto:j.pickering@bromsgrove.gov.uk)  
Tel: 01527-881400

**APPENDIX 1**

**BUDGET TIMETABLE 2011/12-2013/14**

*\*For some meetings final dates have not yet been set*

Aug / Sept Departmental service business planning away days to be held

20 August A hard copy of the budget spreadsheets will be sent out to all budget holders. The spreadsheet will detail the following:

- 2008/09 Budget Variance
- 2009/10 Budget
- 2009/10 Budget Variance
- 2010/11 Budget
- 2010/11 YTD Budget (July)
- 2010/11 YTD Variance (July)
- 2010/11 YTD Spend (July)
- Effect of 10%, 20% , 30% and 40% cut for 2011/12

20 Sept A hard copy of the budget spreadsheets (also sent electronically) will be sent out to all budget holders detail (all of the above) and actual expenditure 2009/10 and the base budgets for each of the years 2011/12, 2012/13, 2013/14 for each cost centre for which they are responsible.

Note: a copy of the relevant payroll estimates for each of the years 2011/12 to 2013/14 will be sent to each budget holder with the budget holder being responsible for ensuring that all posts / personnel / scale points and fixed term contract details are correct. The budget holders must check the payroll estimates with the schedule prepared by HR for completeness of the establishment.

20 Oct Exec Committee to be presented with the Council Plan Part 1 report that recommends corporate priorities for the next three years, based on an analysis of the 2009/2010 outturn, customer feedback and national/regional policy.

1 Nov Full Council debate and agrees the Council corporate priorities for the next three years, using the Council Plan Part 1 report.

End Sept First draft service business plans (key deliverables, budget bids and savings) provided to the Corporate Communications, Policy and Performance Team.

20 Oct Support Service recharges - Accountancy Services to issue a "Charging Form" to Budget Holders asking them to provide a split of

staff time (for each post in the structure) over the various services. At the same time non-staff related data such as estimated number of debtor invoices, creditor invoices etc. will be requested. In completing the charging forms budget holders should have regard to what staff will be doing in the future rather than what they are doing now (including the charges to each Council for those in Shared Service arrangements)

- October\* Dedicated all day CMT on first draft of service business plans' key deliverables, budget bids and savings.
- 15 Sept to 31 Oct Budget holders to meet with their accountant to discuss any changes to the existing budgets (contained within the papers sent out). The only changes that will be permitted to the existing base budgets will be by way of formal virement requests (however additional income cannot be utilised to fund expenditure without completing the budget bid process), plus identification of any savings. Any bids for increased resources will be dealt with as part of the business planning process outlined above.
- Inflation and profiling of budgets will also be discussed at the meetings.
- Note: In order to improve the robustness of our budget process officers need to improve the way that budgets for major items of income are calculated – planning fees, land charges, building control, car parking charges. The likely level of income needs to be calculated based on usage and level of fees rather than simply rolling forward the budget – the risks associated with these levels of income also needs to be assessed. A template will be prepared by accountancy for the calculation of income and to identify the associated risks. Managers must be aware of the concessions policy when estimating income generated.
- 15 Sep to 31 Oct Accountancy Services to undertake work on different scenarios with regard to major elements of expenditure e.g. different levels of pay award and the impact on budgets.
- 28 Oct Detailed budget options to Portfolio Briefing to include “basket “ of savings proposed and additional services to meet priorities.
- October\* Scrutiny Workshop
- 20 Oct Announcement of CSR – effects on Council MTFP calculated
- 31 Oct Return of Charging form by budget holders to Accountancy Services.
- End Nov Return of all other budget information
- Mid Nov Officers / Members to have identified specific work / projects required to achieve Council priorities. Budget holders must ensure that Accountancy Services are involved in “costing up” of proposals.
- November\* Members' Budget Briefing.

10 Nov	First cut of 2011/2012 budget (including budget bids and savings) considered by Executive Committee.
November*	Scrutiny Workshop
Nov	Undertake Internet based budget consultation exercise.
2 & 9 Nov	Budget Jury
17 Nov	First draft base budgets available (including recharges and capital charges).
	Note: There will need to be continued discussion between support service provider and receiver until agreement is reached. Detailed analysis of the impact of support services required for any decision to transfer and/or amend delivery of services.
30 Nov	Quality checklist on service business plans returned to Heads of Service
Mid Dec	Calculation of base budget requirement (variety of scenarios), together with cost of priorities, including Government Grant indications, to be completed.
8 Dec	Presentations to Scrutiny Board on the recommended Capital Programme and draft base revenue budget.
Dec*	Executive Committee to approve Capital Programme and associated funding requirement 2011/12 – 2013/4. In addition Executive Committee to consider revenue base budget and financial impact of priorities. Results of Budget Jury also considered.
Mid Dec to Feb	Officers to identify growth and budget reductions (if they are required) in order to balance the budget.
19 Jan	Consideration by Scrutiny Board of detailed budget for each area and proposed growth and budget reductions (if required).
12 Jan	Consideration by Executive Committee of Revenue budget.
End Jan	Final draft service business plans submitted to Corporate Communications, Policy and Performance Team.
Jan*	All-day SMT Star Chamber to go through revised service business plans.
Jan*	Member Budget Briefing.
Jan*	Further consideration by Council of the Capital and Revenue budgets (2011/2014).
2 Feb	Executive Committee Executive Cabinet agrees Council Tax level.
21 Feb	Full Council agrees Council Tax level.
Mar*	Executive Committee agrees Council Plan 2011/2014.

End Mar	Final draft service business plans sent to Policy and Performance
Mar	Full Council approves Council Plan 2011/2014
1 Apr	Budget Packs distributed to individual budget holders.
30 Apr	Team plans and PDRs completed

\*note:- After the initial discussion at Portfolio Briefing in October, consideration will be given to the HR timetable and HoS will be advised on any legal requirements.