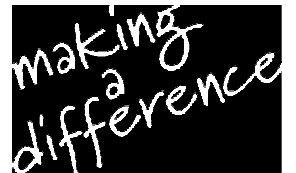


additional papers 1

# Executive Committee

Thu 2 Dec  
2010  
7.00 pm

Committee Room 2  
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**

**Denise Sunman  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: 01527 64252 (Extn. 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

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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:-

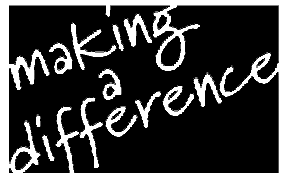
- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these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



# Executive

## Committee

Thursday, 2nd December, 2010

7.00 pm

Committee Room 2 Town Hall

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**4. Minutes**  
(Pages 153 - 158)  
Chief Executive

To confirm as a correct record the minutes of the meeting of the Executive Committee held on the 10th November 2010.

(Minutes attached)

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## Executive Committee

10th November 2010

<b>MINUTES</b>	<b>Present:</b>
	Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Brandon Clayton, Malcolm Hall, Gay Hopkins, Jinny Pearce and Debbie Taylor
	<b>Also Present:</b>
	Councillors Anita Clayton, Roger Hill, Robin King and Derek Taylor
	<b>Officers:</b>
	H Bennett, C Felton, R Griffin, H Halls, S Hanley, A Heighway, C John, J Pickering and C Wilson
	<b>Committee Services Officer:</b>
	D Sunman

### 107. APOLOGIES

There were no apologies for absence.

### 108. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 109. LEADER'S ANNOUNCEMENTS

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

- Item 7 – Review of Dial a Ride – Referral from the Overview and Scrutiny Committee.

### 110. MINUTES

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 20th October 2010 be confirmed as a correct record and signed by the Chair.**

.....  
Chair

**111. BUDGET UPDATE 2011/12 - PRESENTATION**

The Executive Director (Finance and Corporate Resources) gave an update in the form of a presentation to the Committee on the budget for 2011/12.

Members were informed that further regular updates on the budget process would be made to the Committee.

**RESOLVED**

**that the update on the budget for 2011/12 be noted.**

**112. CLIMATE CHANGE STRATEGY**

Prior to consideration of the report the Committee congratulated the Climate Change Manager on gaining a Master of Science degree in Climate Change.

Members considered a Joint Climate Change Strategy for Bromsgrove District and Redditch Borough Councils that set out the policy framework through which both Councils would meet their corporate objective of tackling climate change.

Members were informed that the strategy also set out the strategic direction that would be required to meet targets on reducing carbon emissions internally, across the wider community, and how the Councils could adapt to severe weather events and future climatic change.

An amendment to the recommendations was proposed, seconded and defeated.

**RESOLVED that**

- 1) the report be noted;**
- 2) an annual report be made to the Executive Committee on energy savings, linking into the budget building process; and**

**RECOMMENDED that**

- 3) the Climate Change Strategy, as attached at Appendix 1 of the report, be adopted;**
- 4) 100% of the savings from the Salix project be reinvested into further climate change work; and**



- 5) a policy be approved for insertion in both the Planning Core Strategy and Climate Change Strategy whereby: *“for any new developments that the Council undertakes, for example when building a new public leisure centre, consideration of whole life costs of the building are considered and, as part of this, all new public buildings should aim to exceed the nationally set BREEAM standard.” (consider spelling out the acronym?)*

### 113. REVIEW OF DIAL A RIDE SERVICE

The Committee considered a report on the future delivery of the Council’s Dial a Ride (DAR) Service.

Officers reported that an independent review of the DAR service had been carried out by consultants to look in depth at the operation of, and demands for DAR. Members were informed that this had included current policy, organisational structures, operation and deployment of vehicles and drivers, costs and revenue, models of provision, bookings management, demands and needs, user profile and patterns of usage, accessibility considerations, and the eligibility to use the service.

The report had been subject to pre-scrutiny by the Overview and Scrutiny Committee at their meeting on 27th October 2010.

Members were informed that following the meeting of the Overview and Scrutiny Committee the Dial a Ride Task and Finish Group had met and prepared their final report.

The Chair of the Dial a Ride Task and Finish Group, Councillor Robin King, reported that the group had largely endorsed the proposals detailed by Officers in the Review report but had suggested alterations as follows:

- that there be an increase in concessionary rate fees for use of the service from £1.05 to £1.50, subject to review in 12 months time;
- that capital investment in fleet replacement be included in the Capital Replacement Programme, and that a full business case be developed exploring the options for continuing use of the existing fleet.

**RESOLVED that**

- 1) **subject to any budget setting considerations, the Council continue to deliver the Dial a Ride service;**
- 2) **expenditure of up to an amount of any capital funding agreed in due course by the Council be approved in accordance with Standing Order 41, for the purposed defined in the Dial a Ride – Review report; and**

**RECOMMENDED that**

- 3) **there be an increase in concessionary rate fees for use of the service from £1.05 to £1.50, subject to review in 12 month's time from 2011;**
- 4) **capital investment for fleet replacement be included in the Capital Replacement Programme, and that a full business case be developed exploring the options for the continuing use of the existing fleet;**
- 5) **the possibility of closer working with Bromsgrove District Council, regarding the Bromsgrove Urban and Rural Transport (BURT) service, be assessed in respect of potential cost saving opportunities for both Councils; and**
- 6) **further opportunities for additional types of provision, which would include the hire of vehicles to community groups, registering fro contracts with Worcestershire County Council and having the option to have a mixed fleet of vehicles, be investigated.**

**114. SCHEME OF DELEGATION: LAND DRAINAGE ENFORCEMENT**

The Committee considered a request to revise the financial limits in the Scheme of Delegation in respect of Land Drainage enforcement.

Officers outlined the reasons for the request to increase these financial limits.

**RESOLVED that**

**the Council revise, within budget, the limits in the current Scheme of Delegation in respect of Land Drainage enforcement to £10,000 per occurrence in consultation with the Portfolio Holder and Head of Service.**

**115. SHARED SERVICES BOARD**

The Deputy Chief Executive clarified the situation regarding e-mail addresses for Members and Officers mentioned in the notes.

**RESOLVED that**

**the notes of the meeting of the Shared Services Board held on 14th October be noted.**

**116. ADVISORY PANELS - UPDATE REPORT**

Members advised that meetings of the Housing and Planning Advisory Panels had been arranged for the last week in November.

It was noted that Councillor Chance had been appointed as Chair of the Grants Panel.

**RESOLVED that**

**the report be noted.**

**117. ACTION MONITORING**

The Committee received the Action Monitoring report. Officers were asked to provide sickness and vacancy information to future meetings of the Committee.

**RESOLVED that**

**the report be noted.**

The Meeting commenced at 7.00 pm  
and closed at 8.40 pm

