

# minute book 3



## Council

Monday 21 November  
2016  
7.00 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

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## Executive

### Committee

Tuesday, 1 November 2016

## MINUTES

#### Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors John Fisher, Mark Shurmer, Yvonne Smith, Debbie Chance (nee Taylor) and Pat Witherspoon

#### Also Present:

Councillor Joe Baker – observing  
Councillor Jane Potter – for Minute No.37

#### Officers:

Ruth Bamford, Jess Bayley, Clare Flanagan, John Godwin, Sue Hanley, Sam Morgan and David Riley

#### Committee Services Officer:

Debbie Parker-Jones

### 33. APOLOGIES

Apologies for absence were received on behalf of Councillors Juliet Brunner and Brandon Clayton.

### 34. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 35. LEADER'S ANNOUNCEMENTS

#### Work Programme

The following reports which were due to be considered, or possibly considered, at the meeting had been deferred to a later date:

- Fees and Charges 2017-18;
- Economic Priorities for Redditch – Annual Report;
- Council Plan (including Leisure Intervention Update);
- Engagement Strategy; and
- Corporate Performance Strategy.

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Chair

It was noted that the Public Realm Scheme report at Agenda Item 7 was an additional report which had not previously been included in the Work Programme. As this was not a Key Decision however there was no requirement for this to have appeared in the Work Programme.

Agenda item 5 – Budget Scrutiny Working Group – Proposals

Councillor Jane Potter, Chair of the Budget Scrutiny Working Group, was in attendance to present the Working Group's report and recommendation, and was accompanied by Jess Bayley, the report author.

Agenda item 9 – Medium Term Financial Plan 2017/18 to 2020/21 Budget Assumptions

Members' attention was drawn to Additional Papers 1 which had been circulated the previous week. These comprised a minute extract and recommendation relating to the Overview and Scrutiny Committee's pre-scrutiny of the Budget Assumptions report on 25th October 2016, and would therefore be considered along with Agenda Item 9.

Agenda item 15 – Development Management Shared Service Business Case

It was noted that this report was confidential as it contained exempt information in accordance with Paragraph 4 – labour relations matters – of Part 1 of Schedule 12 (A) of the Local Government Act 1972, as amended.

Members' attention was also drawn to the confidential Additional Papers 2, which had been circulated earlier that day. These comprised the minutes and recommendations of the Shared Services Board's consideration of the Business Case on 27th October 2016, and would therefore be considered along with Agenda Item 15.

**36. MINUTES**

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 13th September 2016 be agreed as a correct record and signed by the Chair.**

**37. RECOMMENDATIONS FROM THE BUDGET SCRUTINY  
WORKING GROUP**

Councillor Jane Potter, Chair of the Budget Scrutiny Working Group, presented the Working Group's report. Councillor Potter explained the background to the report and the Working Group's recommendation, which detailed proposals concerning future versions of the Council's Capital Programme.

Members agreed that, in principle, the Working Group's proposals were a good idea. However they were mindful that in light of the current economic climate and the financial challenges which the Council would continue to face over the years ahead, there needed to be a flexible approach to capital projects and the ability to propose changes to the approved Capital Programme on an annual basis. As such, an additional recommendation was agreed to address these issues.

**RECOMMENDED that**

- 1) the Council should have a robust four year funded Capital Programme for the period 2017/18 to 2020/21, to include estimates across each year of the budget; and**
- 2) Officers estimate the Capital Programme requirements over a four year period to include the associated funding implications. In addition, an annual review should be undertaken to propose any changes to the approved Programme to ensure the Council has a flexible approach to capital projects.**

**RESOLVED that**

- 3) the report be noted.**

**38. PARKS INFRASTRUCTURE - USE OF SECTION 106 MONIES**

Members received a report which detailed potential improvements to the infrastructure within a number of parks and green spaces in the Borough, which were designed to increase usage and participation. Member approval was also sought for the use of Section 106 funding to support the proposed improvement schemes.

It was noted that the Section 106 Agreements that were in place meant that there were restrictions as to what schemes could be funded and where within the Borough monies could be spent. It was further noted that Officers had consulted the relevant Ward Councillors on the proposals.

**RECOMMENDED that**

- 1) **the Capital Programme be increased by £69,448, to be funded by Section 106 receipts, and revised to reflect the approved schemes detailed in resolution 2) a) to d) below.**

**RESOLVED that**

- 2) **the following schemes, as identified in section 4 of the report, be approved:**
  - a) **Astwood Bank Outdoor Gym – £4,005;**
  - b) **Astwood Bank Teenage Play (Skate Ramps) – £30,426;**
  - c) **Astwood Bank Improvements at Overdale Park – £5,645; and**
  - d) **Matchborough Play facilities – £29,372.**

**39. PUBLIC REALM SCHEME**

Further to Minute No.116 of the meeting of the Executive Committee held on 19th April 2016, when Members approved details of the proposed enhancements of Alcester Street and Market Street, together with capital expenditure of £275k towards the estimated total cost for this phase of the Town Centre Public Realm Scheme, Members received a report which sought formal approval to the Section 106 funding element of the project.

Members stated that they wished for the improvement works to commence as soon as possible. Officers confirmed that the County Council had advised that the works would start at the end of January 2017 and would take 6 months to complete. Members wanted the work to be of a high quality, with there being a county supply of building products available to ensure that any necessary works undertaken by the statutory undertakers following enhancements works could be put right on a like-for-like basis.

**RECOMMENDED that**

**in addition to the £275k capital expenditure previously approved, £75k of Section 106 monies be released towards the estimated total cost of the first phase of the Town Centre Public Realm Scheme.**

**40. COUNCIL TAX SUPPORT SCHEME 2017/18**

Further to Minute No.15 of the meeting of the Executive Committee held on 19th April 2016, when Members approved the draft Council Tax Support Scheme (CTSS) 2017/18 for consultation, Members were asked to recommend approval of the final CTSS and other related issues including future scheme consultations and continuation of the Council's Hardship Fund.

It was noted that the Council was required to review its CTSS annually and that it had to implement a scheme which protected people of a pensionable age, incentivised work and contained provisions to support vulnerable persons in financial hardship as a result of the Scheme.

Members noted the importance of the Hardship Scheme. Whilst not all of the annual Hardship Scheme budget had been spent 203 hardship awards had been agreed since April 2015, with staff also signposting those most in need to other agencies who could further assist them based on their individual circumstances. Members asked that Officers be congratulated in their work in this area.

In response to Members' concerns that council tax support did not form part of Universal Credit and how those most in need would be made aware of the CTSS and Hardship Fund, Officers advised that on receiving notification from the Department for Work and Pensions of those who were subject to Universal Credit, the Council would automatically contact those concerned to assess them for any other relevant support/awards. Members also raised concerns in relation to the increased future costs of administering the CTSS, as detailed at paragraph 3.19 of the report. Officers responded that they were unable to say at this stage what the financial impact of this would be to the Council.

**RECOMMENDED that**

- 1) the Council Tax Support Scheme 2017/18, amended as follows, be implemented:**
  - 1.1) reduce backdating of Council Tax Support to bring this in line with the changes in Housing Benefit announced by Central Government;**
  - 1.2) enable claims to be processed based on information provided by the Department for Work and Pensions without the need for further information; and**

- 1.3) **removal of the Family Premium on claims made from 1st April 2017 to bring Redditch Borough Council's Council Tax Support Scheme in line with the changes in Housing Benefit announced by Central Government, and already implemented.**
  - 2) **there be future 'uprating' of some of the figures to take account of other national changes in benefits and allowances;**
  - 3) **authority be delegated to the Head of Customer Access and Financial Support to carry out statutory consultation on future draft Council Tax Support Schemes in accordance with the legislative guidelines and in consultation with the relevant Portfolio Holder; and**
  - 4) **the Council's Hardship Scheme continue.**
41. **MEDIUM TERM FINANCIAL PLAN 2017/18 - 2020/21 BUDGET ASSUMPTIONS**

The Committee considered a report which set out budget assumptions to be used in the preparation of the detailed 2017/18 budget and provisional budgets for 2018/19 to 2020/21. Members also considered the minute extract and recommendation following the Overview and Scrutiny Committee's pre-scrutiny of this report on 25th October 2016, as detailed in Additional Papers 1.

Officers gave a short presentation on the key points within the Medium Term Financial Plan, which included:

- 4 year budget projections;
- 1.9% Council Tax increase;
- 1% pay inflation;
- 6% utilities increase; and
- 3% fees and charges increase – subject to variation with supporting evidence.

Information in respect of the superannuation rates was also provided based on a 3 year revaluation of the fund which had been received in mid-October and which reflected current pension liabilities. Details of both back funding and forward funding rates were provided, which would result in a total net saving of £327k over a 3 year period owing to a reduction in the back funding contribution.

Members noted that these were budget assumptions only which would enable Officers to work on the base budgets, with final decisions to be taken as part of the actual budget-setting process.



**RECOMMENDED that**

**the revenue assumptions detailed in paragraph 3.4 of the report be incorporated into the budget setting process.**

**42. WORCESTERSHIRE REGULATORY SERVICES BOARD - ENFORCEMENT POLICY**

Members were asked to consider amendments to the Worcestershire Regulatory Services Enforcement Policy, as set out in the minutes of the meeting of the Worcestershire Regulatory Services (WRS) Board meeting of 6th October 2016.

Officers confirmed that only minor amendments had been made to the existing Policy to reflect changes to the partnership, the replacement of the supporting Regulator's Compliance Code and the time that had elapsed since the original Policy was adopted in 2011. Members supported the proposed amendments, together with an additional minor amendment raised at the WRS Board meeting, all as detailed in the minutes.

**RECOMMENDED that**

**subject to the additional minor amendment raised at the Worcestershire Regulatory Services Board meeting on 6th October 2016, and as detailed in the minutes for that meeting, the amended Worcestershire Regulatory Services Enforcement Policy be adopted.**

**43. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received the Minutes of the meeting of the Overview and Scrutiny Committee held on 12th September 2016.

It was noted that there were no recommendations to consider as the recommendation at Minute No. 28 had been included in the report from the Budget Scrutiny Working Group at agenda item 5 – Minute No.37 refers.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 12th September 2016 be received and noted.**

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## 44. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

### Minute extract of 25th October 2016 Overview and Scrutiny Committee

A minute extract and recommendation arising from the meeting of the Overview and Scrutiny Committee held on 25th October 2016 (circulated as Additional Papers 1) were considered along with agenda item 9 – Medium Term Financial Plan 2017/18 to 2020/21 – Budget Assumptions – Minute No. 41 refers.

### Minutes of 27th October 2016 Shared Services Board

The confidential minutes and recommendations of the meeting of the Shared Services Board held on 27th October 2016 (circulated as Additional Papers 2) were considered along with confidential agenda item 15 – Development Management Shared Service Business Case – Minute No.47 refers.

## 45. ADVISORY PANELS - UPDATE REPORT

It was noted that, following the meeting of the Planning Advisory Panel (PAP) which had taken place on 20th October, the PAP meeting which was due to be held that evening had been cancelled owing to lack of business.

### **RESOLVED that**

**the report be noted.**

## 46. 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 matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Item 15 – Development Management Shared Service Business Case.**

# Executive Committee

Tuesday, 1 November 2016

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## 47. DEVELOPMENT MANAGEMENT SHARED SERVICE BUSINESS CASE

The Committee received a confidential report which presented the Business Case for a Shared Development Management Service between Bromsgrove District Council and Redditch Borough Council. Members also considered the minutes and recommendations of the meeting of the Shared Services Board (SSB) held on 27th October 2016, which had considered the Business Case, as detailed in confidential Additional Papers 2.

Officers detailed the background to the Business Case and responded to Members' questions in this regard. Officers agreed to provide all Executive Members, outside of the meeting, with certain additional information, including information which had been requested by a Member at SSB.

On noting the recommendations of the SSB, which endorsed the proposed Business Case, it was

### **RECOMMEDED that**

**the Business Case for the Development Management Shared Service be approved.**

[During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that exempt information would be revealed relating to labour relations matter.]

## 48. CONFIDENTIAL MINUTES / REFERRALS

The Committee received the confidential minutes and recommendations of the meeting of the Shared Services Board held on 27th October 2016, in relation to the Development Management Shared Service Business Case. These were considered with agenda Item 15 – Minute No. 47 refers.

The Meeting commenced at 7.00 pm  
and closed at 8.05 pm

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Chair





# Audit, Governance & Standards Committee

Thursday, 22 September 2016

## MINUTES

### Present:

Councillor David Thain (Chair), Councillor Jane Potter (Vice-Chair) and Councillors Tom Baker-Price, Natalie Brookes, Michael Chalk, Andrew Fry and Mark Shurmer

Parish Councillors Alan Smith and Slade Arthur – Feckenham Parish Council Representative and Deputy Representative for Standards (non-voting co-opted members of the Committee) (during Minute No.'s 13 to 17)

### Also Present:

Suzanne Joberns and Richard Percival – Grant Thornton (External Auditors)

### Officers:

Andy Bromage, Kevin Dicks and Sam Morgan

### Committee Services Officer:

Debbie Parker-Jones

## 13. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Borough Councillors Rachael Smith and Pat Witherspoon, Dave Jones (Independent Member for Audit and Governance) and Megan Harrison (Independent Person for Standards and unofficial Observer).

## 14. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 15. MINUTES

The minutes of the meeting of the Audit, Governance and Standards Committee held on 7th July 2016 were submitted.

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Chair

# **Audit, Governance & Standards**

Committee

Thursday, 22 September 2016

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**RESOLVED that**

**the minutes of the meeting of the Audit, Governance and Standards Committee held on 7th July 2016 be confirmed as a correct record and signed by the Chair.**

**16. MONITORING OFFICER'S REPORT - STANDARDS REGIME**

Members received a report from the Monitoring Officer outlining the current position in relation to standards regime matters.

No complaints against Members had been received since the previous meeting of the Committee in July 2016. The Member training information detailed in the report was noted, in particular the county-wide Grant Thornton Governance training event on 11th October 2016 which was being hosted by Redditch Borough Council.

It was noted that any standards-related updates from the Feckenham Parish Council Representatives would now be included within the Monitoring Officer's report. Feckenham Parish Councillor Alan Smith advised that the Parish Council currently had 2 vacancies.

**RESOLVED that**

**the Monitoring Officer's report and Feckenham Parish Council Representative's update be noted.**

**17. GRANT THORNTON - AUDIT FINDINGS REPORT 2015/16**

Members were presented with Grant Thornton's Audit Findings Report in relation to the final accounts for 2015/16. Report appendices 1 and 2 – Audit Findings Report and management's Letter of Representation – had been circulated under cover of Additional Papers in advance of the meeting.

Mr Percival provided a general overview of the report. As the Council's external auditors Grant Thornton were required to report whether, in their opinion, the financial statements gave a true and fair view of the financial position of the Council and its income and expenditure for the year, and whether they had been properly prepared in accordance with the Code of Practice on Local Authority Accounting. Grant Thornton also needed to satisfy themselves as to whether the Council had made proper

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arrangements to secure economy, efficiency and effectiveness in its use of resources; the 'value for money' conclusion.

Whilst the audit was almost complete some procedures were currently in the process of being finalised, including clearance of audit queries and final review of audit work relating to consideration of investment properties and PPA (purchase price allocation) disclosure of Threadneedle House. Work was currently being undertaken on certification of the Council's Housing Benefit subsidy claim on behalf of the Department for Work and Pensions. This was due to be finalised at the end of November and the outcome of this would therefore be reported via a later report to Committee.

Mr Percival stated that the Council was a long way ahead of where it had been this time last year with the 2014/15 accounts. However, whilst there had been improvements in the quality of the financial statements and supporting working papers, further improvements were still needed in this area, specifically:

- working papers to support entries in the accounts to be available at the start of the audit, which should clearly link to items in the financial statements; and
- audit queries needed to be resolved in an efficient and timely way to support delivery of the audit.

Significant governance issues relating to Grant Thornton's statutory recommendations had not been adequately explained in the draft version of the Council's Annual Governance Statement, and it had been agreed with Officers that amendments would be made to give more information regarding the responses to the recommendations. Control issues had also been identified as part of the testing process in relation to:

- complexity of the ledger coding structure;
- inaccuracies in payroll payments; and
- supporting evidence for charges.

No new issues had been identified which required Grant Thornton to apply their statutory powers and duties for 2015/16. At the end of the 2014/15 audit four recommendations had been issued under section 11 of the Audit Commission Act 1998. Whilst it was Grant Thornton's overall view that improvements had been made since they had issued their recommendations, further progress on these was needed. The key actions they expected the Council to take were to:

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- improve the quality and timeliness of financial statements production and the supporting working papers and resolution of audit queries, to ensure the deadline for both accounts production and audit completion is achieved;
- improve the reporting of the annual budget and Medium Term Financial Strategy to Members, specifically to include the impact of future spending plans on reserves and balances; and
- improve the clarity and consistency of in-year reporting of budget variances and forecasts of year-end outturn, including the actions to address adverse budget variances.

Whilst Grant Thornton would be giving an unmodified opinion on the financial statements, a qualified 'except for' value for money conclusion was being issued due to the need to implement improvements in budget monitoring and financial planning. It had been concluded that there were weaknesses in the Council's arrangements for:

- reliable and timely financial reporting that supported the delivery of the strategic purposes;
- planning finances effectively to support the sustainable delivery of strategic purposes and maintain statutory functions; and
- governance arrangements.

Mr Percival made clear that they were not saying that Officers did not have a grasp on the Council's financial position as it was felt the Council had good arrangements at an Officer level to manage the budgets, however the in-year reporting to Members was inconsistent and difficult to follow. Grant Thornton had therefore concluded that there were weaknesses in the Council's arrangements to demonstrate that it could produce reliable and timely financial reporting which supported the delivery of the strategic purposes.

Ms Joberns spoke on the audit findings against significant and other risks sections of the report, and on issues surrounding long term debtors and legal charges on properties, the testing of journals, recharges for income and expenditure and employee remuneration. Officers confirmed that actions were currently being undertaken to address some of the issues highlighted, which included a full review of long term debtors with legal charges on properties to ascertain the legal status of all such charges. In response to a Member's question as to whether the Member who had received the duplicate mileage payment had been asked to pay back the additional



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payment, Officers stated that they would speak with the Democratic Services Manager in this regard.

Ms Joberns spoke on the outstanding valuation of investment properties element of the report and the required amendment which had been agreed with Officers to the previous year's accounts in this regard. Members approved management's course of action in relation to the unadjusted misstatements relating to long term debtors and valuations disclosure.

Grant Thornton's Action Plan at Appendix A to the report was noted. Mr Percival stated that the external auditors would work with Officers on the recommendations to ensure that a plan to address these was put in place. Officers advised that they would be working through implementation dates shortly, details of which it was anticipated would be made known to Members via the Budget Scrutiny Working Group by the end of October.

Mr Percival highlighted the reduced fees for the 2015/16 accounts and brought to Members' attention the representation letter appended to the report, which the Committee was asked to approve.

Members requested that their thanks to the Council's Finance Team for their work on the 2015/16 accounts be formally recorded. Whilst it was noted that there were still improvements to be made in some of the accounting processes, Members congratulated staff on the significant improvements which had been made since the closedown of the 2014/15 accounts.

## **RESOLVED that**

- 1) the Audit Findings Report 2015/16, as circulated under cover of Additional Papers, be noted; and**
- 2) the draft Letter of Representation, as circulated under cover of Additional Papers, be approved.**

## **18. STATEMENT OF ACCOUNTS 2015/16**

The Committee was asked to approve the Council's Statement of Accounts for 2015/16. A copy of the Statement of Accounts had been circulated under cover of Additional Papers in advance of the meeting and Officers tabled four replacement pages to this at the meeting, relating to Additional Papers pages 64, 65, 95 and 96.

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Officers explained the Investment Property revisions to the Balance Sheet at page 64, as referred to under the previous agenda item, which included restated amounts for 2014/15. Adjustments to the Cash Flow Statement at page 65 were also highlighted.

**RESOLVED that**

**subject to the adjustments detailed in the replacement pages circulated by Officers at the meeting, as detailed in the preamble above, the 2015/16 Statement of Accounts be approved.**

## **19. INTERNAL AUDIT - PROGRESS REPORT**

The Committee considered the Internal Audit Progress Report, which presented Members with progress on internal audit work for 2016/17 and the residual 2015/16 audit work.

The Head of Internal Audit Shared Service presented the report and highlighted the outcomes of the Allotments and Consultancy and Agency audits, both of which had resulted in Limited Assurances. Both areas were implementing changes as a result of the findings and Internal Audit Officers were working with service managers on improvements to ensure that Audit's recommendations were implemented. The Allotments Team in particular were ahead of schedule and would be implementing the majority of their changes by the end of September.

Delivery against the Internal Audit Plan for 2016/17 as at 31st July 2016 was noted. There had been some natural turnover of staff within Internal Audit towards the end of the 2015/16 financial year. Three new replacement members of staff had been appointed, which constituted 50% of the Internal Audit Team.

Members noted the ongoing issues concerning the monitoring and reconciliation of income relating to Worcestershire Regulatory Service (WRS) activities, with there being no centralised control to ensure the financial information held by the shared service accurately represented the actual transactions that were taking place within each authority. In response to a Member's question, Officers advised that the Council was receiving the appropriate level of income from WRS however work was required to enhance the internal controls for this.

**RESOLVED that**

**the report be noted.**

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## **20. RE-APPOINTMENT OF LEAD FRAUD AND RISK MEMBERS ON THE COMMITTEE**

The Committee was asked to consider whether it wished to re-appoint to the roles of Lead Fraud Member and Lead Risk Member on the Committee; positions which were currently held by Borough Councillor David Thain and Mr Dave Jones, Independent Member for Audit and Governance, respectively. If agreeing to continue with these roles, Members were also asked to determine how long they wished to appoint to the positions for given that no local elections would be taking place in 2017.

Officers advised that as Mr Jones had tendered his apologies in advance of the meeting, Mr Jones had been asked whether he would be willing to continue as Lead Risk Member should the Committee determine that it wished to continue with this role. Mr Jones, whom it was noted had been very proactive in the role, had confirmed that he would be happy to continue with this.

Notwithstanding the changes which had taken place in relation to housing benefit fraud investigations following the transfer of this work to the Single Fraud Investigation Service in February 2016, Members felt that it was important for both Lead Member roles to continue and that these should be appointed to for a further year.

It was noted that Officers would be bringing the first of a new style 'Fraud Compliance Update' report to the Committee's next meeting in February 2017. The report would set out details of the work carried out by the Fraud Investigation Team over the previous year, together with the outcomes and findings in this regard.

### **RESOLVED that**

- 1) Councillor David Thain continue as the Committee's Lead Fraud Member for a further 12 months; and**
- 2) Mr Dave Jones continue as the Committee's Lead Risk Member for a further 12 months.**

## **21. S11 RECOMMENDATIONS UPDATE**

Members were presented with the latest update on progress against the external auditors Section 11 recommendations, which had first been reported to Committee on 28th January 2016.

# **Audit, Governance & Standards**

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Whilst unqualified opinions had been given on the accounts for 2014/15, the S11 recommendations covered Grant Thornton's concerns in relation to financial accounting and budget monitoring which needed to be addressed for the 2015/16 closedown and financial management of budgets for 2016/17.

The Council had now successfully completed all of the recommendations relating to the closedown of the final accounts and the 2015/16 Statement of Accounts had been signed off by the statutory deadline on 30th June 2016. There were two further recommendations relating to financial management of budgets which were ongoing, as detailed in the appendix to the report.

Officers proposed that the cross-party working group which had been established by the Committee in January 2016 to monitor the Section 11 Recommendations Action Plan in future form part of the Budget Scrutiny Working Group, which Members agreed to.

**RESOLVED that**

- 1) **the report be noted; and**
- 2) **the cross-party working group established by the Audit, Governance and Standards Committee in January 2016 to monitor the Section 11 Recommendations Action Plan in future form part of the Budget Scrutiny Working Group.**

**22. CORPORATE GOVERNANCE AND RISK**

Members were asked, as part of the Corporate Governance and Risk report, to consider a 6 monthly review of the Corporate Risk Register.

The Corporate Risk Register had been developed by the management team to address issues of a strategic nature which were seen as areas that had potential to impact on the delivery of the Council's Strategic Purposes. The Register, which had been approved by the Committee in April, was appended to the report. Updates to this to September had been included against each Corporate Risk and there were no issues to report in relation to actions that had not been progressed.

**RESOLVED that**

**the position following the 6 monthly review of the Corporate Risk Register be noted.**

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**23. APRIL - JUNE FINANCIAL SAVINGS MONITORING REPORT  
2016/17**

Members received the first of a new style report which had been established to monitor savings for 2016/17, and which included the delivery of savings and additional income for the period April to June 2016.

The report provided a statement to show the savings against the Council's Strategic Purposes and the delivery of savings for the financial year. The report was separate to the main financial monitoring report that was presented to the Executive Committee as it focused on the delivery of savings rather than the overall financial position of the Council. For 2016/17 the report also presented other savings and additional income that had been generated across the Council.

Grant Thornton, the Council's external auditors, had recommended that the delivery of savings be monitored more closely to ensure the Council was meeting savings in the way that was expected when the budget had been set. Appendix 1 to the report confirmed that for April to June 2016 savings to budgets had been delivered, together with additional savings/income that had not been included in the original budget projections. Officers highlighted that the £139k savings generated from a service review of Environmental Services was in addition to the £190k of savings identified in the 2015/16 budget round for 2016/17 onwards as a result of the service review.

**RESOLVED that**

**the financial position for savings for the period April 2016 to June 2016, as presented in the report, be noted.**

**24. COMMITTEE ACTION LIST AND WORK PROGRAMME**

Officers advised that there were not many updates to the Action List at this stage as a number of these involved Mr Dave Jones, the Independent Member for Audit and Governance, who wished to update the Committee at the next meeting in February 2017.

Officers confirmed that Action Reference 5 was now complete as an Action Plan had been included in the Annual Governance Statement. It was agreed that this item could therefore be removed from the Action List.

**Audit, Governance  
& Standards  
Committee**

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Thursday, 22 September 2016

The Committee's Work Programme was noted without amendment.

**RESOLVED that**

**the Committee's Action List and Work Programme be noted  
and the amendments and updates highlighted be agreed.**

The Meeting commenced at 7.00 pm  
and closed at 8.15 pm

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Chair



# Planning Committee

12<sup>th</sup> October 2016

## MINUTES

### Present:

Councillor Andrew Fry (Chair), Councillor Nina Wood-Ford (Vice-Chair) and Councillors Roger Bennett, Michael Chalk, Matthew Dormer, Gareth Prosser, Yvonne Smith, Jennifer Wheeler and Pat Witherspoon

### Officers:

Amar Hussain, Helena Plant, Steve Edden, Emily Farmer and Sarah Willetts and Steve Hawley (Worcestershire Highways Authority)

### Democratic Services Officer:

Amanda Scarce

### 27. APOLOGIES

An apology for absence was received on behalf of Councillor Wanda King, with Councillor Pat Witherspoon confirmed as substituting on her behalf.

### 28. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### 29. CONFIRMATION OF MINUTES

**RESOLVED** that

**The minutes of the meeting of the Committee held on 10<sup>th</sup> August 2016 be confirmed as a correct record and signed by the Chair.**

### 30. UPDATE REPORTS

The published Update Reports for the various Planning Applications were noted.

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Chair

# Planning Committee

12<sup>th</sup> October 2016

**31. APPLICATION 2016/118/OUT –  
LAND ON GREEN LANE, GREEN LANE,  
STUDLEY, REDDITCH**

Hybrid application – Outline planning for employment (5000m2 of B1) with access details provided and all other matters reserved and detailed application for the erection of 131 new homes with associated access and associated works.

Applicant: Mr Andrew D'Auncey

The following people addressed the Committee under the Council's Public Speaking rules:

Mr Anthony Blythe – Objector  
Mr Robert Price – Objector  
Mr Andy Beardshaw – Objector  
Ms Julie Parry – Objector  
Ms Sian Griffiths – for the applicant

**RESOLVED that**

**having regard to the development plan and to all other material considerations, authority be delegated to the Head of Planning and Regeneration to GRANT planning permission subject to:**

- a) the satisfactory completion of a S106 planning obligation as detailed on page 24 of the main agenda report; and**
- b) the conditions and informatives as summarised on pages 24 to 32 of the main agenda report, subject to the following amendments:**

**Condition 4 (as amended)**

**Measures to enhance biodiversity across the site shall be carried out in accordance with the Biodiversity Outline Plan and or amendments shall be altered without the prior approval in writing of the Local Planning Authority.**

**Reason: In the interests of sustainability and biodiversity and in accordance with Policies CS2, B(NE)1a and B(NE)3 of the Borough of Redditch Local Plan No. 3**

**Condition 6 (as amended)**

**The development hereby approved shall be carried out in accordance with the details of the Landscape Management**



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**Plan (this includes the long term design objectives, management responsibilities and maintenance schedules for all landscape areas (other than small, privately owned domestic gardens) and Nature Conservation proposals) and shall not be altered / amended without the written approval of the Local Planning Authority.**

**Reason: To ensure and secure the effective and ongoing maintenance and management of landscape areas in the interests of visual amenity and community safety and in accordance with Policy CS.8 of the Borough of Redditch Local Plan No. 3**

### Condition 10

**Deleted as no longer required as a Condition – to be inserted as additional Informative 5 instead as detailed below)**

### Conditions 15 and 16

**Deleted as matters already covered in Conditions 11 and 14)**

### Condition 19 (as amended)

**Prior to the commencement of the development of the site, details of the footpath link running between plots 50 and 51 (to the school) shown on the site layout plan, shall be provided in writing for approval by the Local Planning Authority. This link shall be implemented in accordance with the details provided, and retained as such in perpetuity.**

**Reason: To secure a sustainable pedestrian connection from the site and to improve permeability. In accordance with saved Policy B(BE)13 of the Borough of Redditch Local Plan No. 3.**

### Condition 23 (Additional)

**Approved Plans (insert Plan numbers etc.)**

**Reason: To accurately define the permission for the avoidance of doubt and to ensure that the development is satisfactory in appearance and in order to safeguard the visual amenities of the area in accordance with Policy B(BE)13 of the Borough of Redditch Local Plan No. 3.**

### Informative (Previously Condition 10)

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- 5. Marketing – the marketing strategy for the B1 development land shall be implemented in accordance with the details as provided in the Harris Lamb Report dated July 2015, with appropriate marketing evidence provided to support future results.**

(Officers presented the report, highlighting the salient points within it and also drew Members attention to the Published Update Report (including proposed/amended conditions as set out in the Resolution above for clarification) copies of which were provided to Committee Members and the public gallery prior to commencement of the meeting and responded to questions from Members in respect of the following:

- Hybrid application in respect of the outline planning for employment, and the marketing strategy which was in place.
- The proposed site plan and dwellings design.
- Highways response to the concerns which had been raised and the strategic modelling exercise which had taken place, and specific concerns with regard to the accuracy of the accident data which the modelling is based on, together with the wider impact and actions which would be taken in respect of the proposed Highways Improvement Scheme.
- Ecological impact on the wildlife habitat (it was confirmed that the slow worm translocation had now been completed).

Having considered all of the information provided, Members were minded to grant Planning Permission subject to the appropriate conditions and informatives.)

**At the conclusion of this matter, the Chair adjourned the meeting for people to leave the public gallery and allow for a 5 minute comfort break.**

- 32. APPLICATION 2016/133/FUL –  
VAUNS OAKS, 13 ICKNIELD STREET, CHURCH HILL,  
REDDITCH**

Demolition of Existing Bungalow and the erection of 4no. Dwellings and Construction of 2no. New Vehicular Accesses to Icknield Street

Applicant: Mr Peter Yates

**RESOLVED that**

**Having regard to the Development Plan and to all other material considerations, Planning permission be GRANTED,**

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subject to the conditions and informatives dated on pages 40 to 44 of the agenda pack.

**33. APPLICATION 2016/225/FUL –  
ASTWOOD BUSINESS PARK, ASTWOOD LANE,  
ASTWOOD BANK, REDDITCH B96 6HH**

Construction of two new buildings: Build G to be used as children's play in association with Building F (Class D2) and Building H to have a flexible use for employment purposes in classes B1, B2 and B8. Retrospective application for the removal of earth bunding, the formation of a hardstanding area for parking and the formation of a new surface water attenuation pond.

Applicant: Mr J. G. Ranson

The following people addressed the Committee under the Council's Public Speaking rules:

Mr Kevin Grubb – Supporter  
Mr Matt Jinks – Supporter  
Councillor Jane Potter – Ward Member  
Mr Keith Williams – for the applicant

**RESOLVED that**

**a decision on the matter be DEFERRED to the next scheduled meeting of the Planning Committee in order for Officers to organise a Site Visit for Committee Members.**

**34. APPLICATION 2016/253/FUL –  
52 CHESWICK CLOSE, WINYATES GREEN,  
REDDITCH B98 0QQ**

Erection of detached dwelling (with demolition of existing garage adjacent to 52 Cheswick Close, Winyates Green

Applicant: Mr Matthew Kelly

**RESOLVED that**

**having regard to the development plan and to all other material considerations, planning permission be GRANTED subject to the conditions as detailed on pages 66 and 67 of the agenda pack but with the following amendments:**

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## Condition 2 (as amended)

The development hereby approved shall be implemented in accordance with the following plans:

Drawing Number 3048\_001 B

Materials to match those of Number 52 Chadwick Close.  
Boundary fencing to be of timber and in accordance with the approved plan.

Reason: To accurately define the permission for the avoidance of doubt and to ensure that the development is satisfactory in appearance in order to safeguard the visual amenities of the area in accordance with Policy N(BE).13 of the Borough of Redditch Local Plan No. 3.

## Condition 3

Deleted as the matters raised are now included in amended Condition 2.

## Conditions 4 and 5

Be renumbered as Conditions 3 and 4.

(Having considered all of the information provided, including that contained within the published Update Report, copies of which were provided to Committee Members and the public gallery prior to commencement of the meeting, Members were mindful to grant permission with the Condition amendments as detailed in the resolution above.).

The Meeting commenced at 7.00 pm  
and closed at 9.25 pm

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CHAIR