

additional papers 1



Overview and Scrutiny Committee

Thu 6 Dec
2018
6.30 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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Overview and Scrutiny

COMMITTEE

Thursday, 6th December, 2018

6.30 pm

Committee Room 2 - Town Hall
Redditch

Agenda

Membership:

Cllrs:

Joe Baker (Chair)
Debbie Chance (Vice-Chair)
Joanne Beecham
Michael Chalk
Andrew Fry

Pattie Hill
Anthony Lovell
Gemma Monaco
Jennifer Wheeler

- 4. Sexual Health Services in Redditch update (Pages 1 - 6)**
- 7. Review of the Voluntary and Community Sector Grants Policy - Pre-Scrutiny (Pages 7 - 20)**
- 8. Task Groups, Short Sharp Reviews and Working Groups - Update Reports (Pages 21 - 32)**

- a) Budget Scrutiny Working Group – Chair, Councillor Wheeler

The second report from the Budget Scrutiny Working Group is attached. A further recommendation, arising from a meeting of the group held on 3rd December 2018, will be published for Members consideration in a second additional papers pack.

- b) Performance Scrutiny Working Group – Chair, Councillor Wheeler – Verbal Update

- 9. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme - Selecting Items for Scrutiny (Pages 33 - 42)**

The latest edition of the Executive Work Programme, published on 3rd December, is attached.

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Overview and Scrutiny Committee – Sexual Health Services

- 1) What sexual health services are currently available for people to access in Redditch?

Response: Sexual Health Services in Redditch include a variety of clinics across the week, which provide screening for Sexually Transmitted Infections (STI's); management and treatment of infections and associated problems. Vaccinations for Hepatitis A&B and Human Papilloma Virus for under 45 year old men having sex with men and HIV Post Exposure Prophylaxis (PEP). All methods of contraception (including specialist referrals), pregnancy advisory services, a vasectomy service, specialist HIV and Hepatitis clinics and sexual health promotion/education and advice are also available. Sexual Health support is also provided to HMP Hewell in Redditch. Online access to screening kits is available via the Worcestershire Sexual Health Service website www.knowyourstuff.nhs.uk/worcestershire

In addition to the Worcestershire Sexual Health Service, sexual health provision is also available from General Practitioners, Pharmacists and School Nurses.

- 2) Where can people access sexual health services in Redditch?

Response: Redditch and Bromsgrove (R&B) Sexual Health Services are based on a hub and spoke model, which is part of a Worcestershire County wide Integrated Sexual Health Service (WiSH).

Arrowside Unit is the main hub for Redditch and Bromsgrove (R&B), based at the Alexandra Hospital. We also have specialist spoke clinics at Smallwood House for under 21 year olds, on Thursday evenings and Saturday mornings and offer outreach services for young and vulnerable people if required. In addition, we have a spoke clinic in Bromsgrove on Wednesday evenings, for all ages, which Redditch people are welcome to access. Current opening times are shown on the Worcestershire Sexual Health Service website www.knowyourstuff.nhs.uk/worcestershire along with details of how to request an online screening kit.

People can also access sexual health provision from General Practitioners, Pharmacists and School Nurses.

- 3) How are sexual health services advertised to residents?

Response:

Via our website <http://www.knowyourstuff.nhs.uk/worcestershire>

Posters in clinics

Answerphone messages out of hours

GP surgeries are also made aware of services

School nurse T4U drop in sessions are advertised in schools

Access to Emergency Hormonal Contraception advertised via

www.knowyourstuff.nhs.uk/worcestershire/contraception

- 4) How do service hours at Smallwood House and Arrowside Unit compare to service hours two years ago?

Response: Funding for sexual health comes from the Public Health Ring Fenced Grant and this has reduced nationally. A new integrated sexual health service has been in place for the last 2 years focussed on prevention and improvement in sexual and reproductive health to tackle demand in the longer term. This has required redirecting some historical resource to increase outreach activity, on-line access and access through other services and service points. We have been required to make adjustments to services across R&B to ensure we continue to deliver services at our traditional clinic bases in the safest possible way, within the resources we have available. Therefore, resources have been centralised at Arrowside, where opening hours have increased. However, services at Smallwood have been reduced from 3 evening clinics to one per week and from being open every Saturday to 1 or 2 Saturdays per month, with a plan in place to increase this to every Saturday. We have workforce plans in place, to ensure Saturday morning clinics are prioritised to ensure they are open every week from early 2019.

- 5) What work do you do in schools to educate young people about sexual health services and safe sexual behaviour?

Response: All schools across Worcestershire (including Redditch) are offered free staff training to equip teachers and support staff to deliver high quality Relationship and Sex Education (RSE) in schools. This training helps build competence and confidence to allow school staff to deliver effective and relevant RSE, which in turn helps students navigate relationships and make informed decisions and healthy lifestyle choices. Training is delivered by skilled and experienced staff following nationally recognised best practice guidance.

WISH education team offer support to design and deliver an RSE curriculum which strengthens the PHSE elements of school programmes. Following a national consultation process, RSE is due to become statutory for schools, so we are awaiting further guidance from central government. However, schools remain free to determine their delivery of RSE content.

WISH outreach nurses also attend schools to see young people for contraception and sexual health care. The schools regularly attended in the Redditch locality are Trinity High, Arrowvale High, Tudor Grange, The Forge and children's residential homes within this locality. Referrals for young people not in education are received from partner agencies.

During the outreach nurses consultation, young people are informed of sexual health services and safe sex is always discussed, making every contact count.

The Worcestershire Sexual Health Service provides a Condom Distribution Scheme.

School nurses offer T4U drop in sessions at schools.

- 6) What number of appointments in relation to sexual health have been made in Redditch? (Please provide the latest data available).

Response: The snap shot of appointments for Redditch in our sexual health clinics in October 2018 are 481 attendances. The number of appointments actually made would be in excess of this, as all services have a percentage of patients who do not attend their appointments.

- 7) How do the number of appointments compare to five years prior to that date?

Response: An equivalent snapshot of attendances in October 2013 is 968. However, it is worth recognising many patients are now attending integrated clinics for one appointment for both their contraception and STI needs, rather than having separate appointments for each speciality. During the same period, online screening requests have increased along with outreach referrals.

- 8) To what extent is the following monitored?
- a) The number of times each person attends sexual health clinics.
 - b) The number of new patients attending sexual health services for the first time.

Response: We record data for all patient interventions (both face to face and by telephone), which is reported on monthly. We also separate data to monitor new, rebook and follow up patients. The numbers of rebook appointments are reducing as a result of prevention strategies to improve sexual health behaviours.

- 9) To what extent is there an issue in Redditch with people in their 50s or older participating in unprotected sexual activities?
- a) How is this problem being addressed?

Response: Of the 481 attendances in October 2018, 9% (49) were over 50 years old. Screening, treatment and management of infections are offered as previously described, plus contraception if required. All patients are offered 1:1 health promotion/education interventions, which include discussion about safer sex. Vaccinations are available for Hepatitis A & B. HIV Post exposure Prophylaxis (PEP) is also available for patients at risk. We are currently running a HIV Pre-Exposure Prophylaxis (PrEP) trial.

- 10) What uptake has there been of online testing in Redditch?

Response: We provide online testing from SH24 and Source Bioscience for Under 25's.

SH24 in Redditch accounts for 19.5% of the kits distributed in Worcestershire, which equates to 868 of 4,451 of the total orders since June 2017. The cumulative return rate in Redditch is 75% (CRR in Worcestershire is 77%) so typical of the wider service.

Source bioscience data reflects an increase with online testing in the Redditch locality:

2016: 229

2017: 343

2018:413

Total of 985

Source bioscience testing kits and SH24 kits equate to a total of 1211 for 2017 in the Redditch area.

- 11) To what extent do you think that the information that is provided on emergency contraception on the NHS webpage for Smallwood House could be improved? (This information was accessed via the following link:

<http://www.knowyourstuff.nhs.uk/worcestershire/clinics/small-wood-house/>)

Response: Free access to emergency hormonal contraception under a patient group direction from pharmacies and that the list of pharmacies providing this service is available on the website. This service is supported by a consultant led on call service if pharmacists have any queries or need to signpost complex cases into the WiSH service.

We are currently working on the website following feedback received from patients, The working group have also been supported by the youth board, patient panel, visually impaired and special needs patient group to understand the needs of all service users. We recognised the website could be more informative with easier signposting to service users

- 12) With reference to the same page on the internet please could you clarify the opening times of services for all age groups (the opening times for those aged under 21 are clear).

Response: Anyone over 21 is signposted to either the Arrowside or Bromsgrove section for the opening times of sexual health clinics.

'These walk-in clinic are for under 21's only, anyone over 21 can access an appointment or advice at Arrowside Unit so please refer to the Arrowside section for clinic times or ring: 01527 516398.'

- 13) How long is the waiting list for long-acting contraceptives such as implants?

Response: The waiting time for long acting contraceptives such as implants or IUD's is 2 weeks within the Worcestershire Sexual Health Service. Although the Service facilitates the management of LARC payments to GP Practices, it does not have any responsibility for GP waiting times.

- 14) The webpage dedicated to Arrowside Unit records that patients should call for an appointment after 9.30am. To what extent is this meeting the needs of residents? (E.g. those working night shifts, young people at school etc.)

Response: Patients are now asked to contact Arrowside from 08:45 onwards, for an appointment the following day. We have clinics running all day Monday to Friday, which includes two evenings per week at Arrowside, one evening at Smallwood and one at Bromsgrove per week. We also have some Saturday morning clinics for young people, but the uptake is very low. We have workforce plans in place, to ensure Saturday morning clinics are prioritised to ensure they are open every week from early 2019.

Any patient having difficulty making a suitable appointment is offered telephone advice with a senior nurse to assess the urgency of their appointment.

Please be aware of the availability of online STI testing via SH24 and Biosure for HIV home testing, for those finding access difficult.

- 15) To what extent is it possible to book appointments online with Small Wood House, the Arrowside Unit, Doctors' surgeries in Redditch and any other facilities that provide sexual health services?
- a) If online appointments are not available please could you advise whether there are any plans to introduce online booking in the future?

Response: We are currently working towards the implementation of online booking, which we are hoping will go live early in the New Year. This will allow patients to book appointments 24 hours in advance. Doctors' surgeries each have their own appointment systems.

- 16) Is there anything else that you would like to add for our consideration?

Response: Nationally Sexual Health Services have experienced reductions to their budget, and moved to integrated sexual health provision. In Worcestershire there has been a reduction of experienced specialist staff, who chose to leave the service during these changes. Consequently, to ensure we were able to continue to provide safe, effective services, we had to centralise services in Redditch and Bromsgrove, which has impacted on access to our previous sexual health clinics. We are working towards extending and improving the access within Redditch.

Over the past few years, we have also seen an increase in complex cases accessing sexual health, which impacts on our appointment times. We have also introduced an electronic patient record system to support the integration of genitourinary medicine and contraceptive care, which has also impacted on the patient journey time through our clinics.

However, we are hopeful once we have filled our vacancies and developed new and existing staff, we will be better placed to extend the appointments on offer to improve access to sexual health services in Redditch.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****11th December 2018****POLICY FOR COUNCILLOR COMMUNITY GRANTS SCHEME**

Relevant Portfolio Holder	Councillor David Bush, Portfolio Holder for Economic Development, Town Centre and Commercialism
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Head of Community Services
Wards Affected	All
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Members are requested to consider a draft Policy and Councillor Guidance notes for the recently approved Councillor Community Grants Scheme.

2. RECOMMENDATIONS

The Executive Committee is requested to **RESOLVE** that

- 1) **the attached Policy and Guidance Notes for the Councillor Community Grants Scheme found in Appendix 1 and 2 of this report be approved, and implemented for the 2019/20 Councillor Community Grants Scheme.**

3. KEY ISSUES**Background**

- 3.1 On 19th November 2018, Full Council agreed to change the way in which the Council allocates grant funding to the Voluntary and Community Sector in Redditch, moving away from awarding funding through a corporate competitive grant giving process to one where each Ward Councillor has a designated budget to propose spend on projects across Redditch and within their Ward.
- 3.2 This change means that the current VCS Grants Policy is now out of date. A new Policy has therefore been written to reflect the changes in the scheme and sets out the overarching parameters that the scheme must work within. In addition there is a set of guidance notes for Councillors which explains the process in a step by step fashion. It was agreed by Full Council on 19th November that this new Policy and

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guidelines be considered and agreed at a future Executive Committee meeting. The new policy and guidelines are found in Appendix 1 and 2.

- 3.3 Some elements of the previous policy have been maintained within this new policy. Stipulations around the types of groups and the types of projects the Council will fund have not fundamentally changed and so have been set out in the new Policy just as they were in the previous policy.
- 3.4 In addition, feedback about the new scheme which was received by the VCS and other stakeholders has been considered and used to inform some of the new guiding principles in the Policy.

Financial Implications

- 3.5 The Executive Committee has agreed that the Councillor Community Grant Scheme has a budget of £145,000 for 2019/20. Each Councillor will receive £5,000 to spend on projects being delivered in their own ward or in wards across the town.

Legal Implications

- 3.6 The Council needs to continue to ensure that it has a transparent and fair grants scheme, ensuring that we comply with the 2015 Local Government Transparency Code
- 3.7 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 3.8 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 3.9 Local Authorities must comply with the 2015 Local Government Transparency Code and Best Value duties
- 3.10 The scheme will enable the Council to incur this expenditure in compliance with these statutory requirements. Individual members do not have delegated authority to make payments but can propose a payment from the sum 'allocated' to them to support organisations and projects which meet the Council's VCS Grants Programme Policy,

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which will be signed off by the Head of Community Services who holds the corporate grants budget.

Customer / Equalities Implications

- 3.11 One of the objectives of the Councillor Community Grants Scheme Policy is to ensure that proposals for funding are dealt with equitably. It makes clear to Councillors the rules of the scheme so that they can allocate funding in a transparent and fair way.

4. RISK MANAGEMENT

- 4.1 The Councillor Community Grants Scheme Policy will be implemented to alleviate a number of risks to the Council including funding being directed to inappropriate organisations or projects and risks from any organisations receiving funding which then subsequently close. The Guidance Notes set out the process Councillors should follow to allocate their £5,000 of the Grants budget correctly and appropriately.
- 4.2 The VCS Grants Coordinator is available to discuss this process both with VCS groups interested in applying and with Councillors who are looking to allocate the funding. They will be able to help both parties get the best out of this process which should assist in mitigating risks for the Council.

5. APPENDICES

Appendix 1 – Policy for the Councillor Community Grants Scheme
Appendix 2 – Councillor Guidance Notes for the Councillor Community Grants Scheme.

6. BACKGROUND PAPERS

- VCS Grants Programme 2019-20 Executive Report – October 2018
- Local Government Transparency Code 2014
- Voluntary Sector Task Group Report 2014
- Reference Executive Committee report 2010

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Redditch Borough Council**Policy for the Councillor Community Grant Scheme****Contents**

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1. Introduction

- 1.1. Redditch Borough Council supports Voluntary and Community Sector organisations because we believe that a vibrant Third Sector is vital to our community.
- 1.2. Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 1.3. There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

2. Scope

- 2.1 This Policy only applies to the allocation of grants to Voluntary and Community Sector organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.
- 2.2 Information contained within this document applies to grant funding from Redditch Borough Council to voluntary and community sector organisations through the Councillor Community Grant Scheme.

3. Purpose of Grant Funding

- 3.1. Redditch Borough Council is committed to supporting Voluntary and Community Sector organisations to help them deliver projects and activities which have a positive and beneficial impact on the local community and its residents.
- 3.2. The Councillor Community Grant Scheme will make financial contributions to support certain voluntary and community sector groups in Redditch that actively assist the community to enjoy a better quality of life.
- 3.3. Funding will only be provided where it is demonstrated that a defined and positive impact will be made. Organisations must demonstrate an outcome focussed approach and that their project and/or activity will clearly support one or more of the Council's Strategic Purposes which are:
 - Help me to find somewhere to live in my locality.
 - Provide good things for me to do, see and visit.
 - Keep my place safe and looking good.
 - Help me run a successful business.
 - Help me to be financially independent.
 - Help me to live my life independently.

- 3.4. Each year, the Executive Committee can stipulate that a portion of each Councillors funding pot be spent in a certain way or using a particular criteria.
- 3.5. The Councillor Community Grant Scheme enables Councillors to support the allocation of these funds to the Voluntary Community Sector to facilitate positive and creative projects and activities for the benefit of the people of Redditch within their respective wards and/or district wide. At the same time it enables them to become even more closely involved in their communities and to have a better understanding of their needs and priorities. Each Councillor will have an allocation of £5,000 to support qualifying projects

4. Who can apply?

To be eligible to apply for a grant, an organisation must be able to prove to that:

- it is voluntary, non-profit making and operated with no undue restrictions or limitations on membership;
- they have a clear legal identity - they must have a democratic structure and can demonstrate effective management of the organisation's business;
- it has a bank account in the name of the organisation that requires the authorisation of at least two people who are unrelated to each other and who don't live in the same household to make payments or withdrawals of any kind from the account;
- it operates in the Borough of Redditch on behalf of Borough residents;
- it actively promotes equality issues within its structure and operations;
- it meets all legal requirements; and
- all previous grants received from Redditch Borough Council have been spent in accordance with the grant award conditions attached to them.

5. What will and will not be funded by a grant

- Grant applications will only be considered for projects and activities that will be undertaken in the Borough of Redditch, and/or will be for the direct benefit of its residents.
- Grants may be given to fund core costs of VCS groups, direct delivery of projects/activities and revenue or capital projects (excluding structural purchases i.e. building or building works).
- The Council encourages joint/partnership applications from more than one voluntary sector organisation.
- Organisations can apply to more than one Ward Councillor for grant funding contributions towards their project e.g. one or more Councillor within the ward for which the project will be delivered or to several or all Councillor within the borough if the project or activity is delivered district-wide. This must be declared as part of the application and the collective amount requested cannot exceed a total of £20,000.
- Grants will not be awarded to any organisation if it is deemed to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
- Funds will not be provided for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This does not exclude applications from faith-based groups who want to deliver community based projects.

- Grants cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought.
- No ongoing commitment should be given to the funding of salary costs or the project. This is a one off payment.

Any grant awarded must only be used for the approved purpose, i.e. applicants must be able to demonstrate how the funding will be spent as outlined in their grant application and they will have to retain evidence of actual expenditure

6. Risk considerations in grant giving

- 6.1. The Council has a clear duty to ensure that best use is made of its resources. Risk is considered in this process in relation to failure to achieve best use of Council resources, it does not consider risk assessment of, for example, items related to health and safety.
- 6.2. The Council does understand however that the creativity and innovation of the voluntary sector can carry risks for non-delivery, for example where a new idea does not work out as intended but will use the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.
- 6.3. In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, a grant limit of £3,000 will apply to:
 - organisations that have been in existence for less than one year;
 - organisations that do not have audited accounts;
- 6.4. Any project or activity proposals above this amount (£3,000 - £20,000) will require the group or organisation to:
 - have a good track record of delivery;
 - be in receipt of a range of funding streams; and
 - be registered with either the Charity Commission or Companies House, or other appropriate government regulator.

Evidence of all the above will be provided to the Ward Councillor/s and the Grants Team.

- 6.5. Payment schedules will also support the monitoring of accountability for use of public money whilst appreciating the possible cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that a payment schedule of frequent monitoring and instalments is agreed with Grants Team staff. General guidelines for payment schedules are:
 - Grants of £3,000 or less will be paid in full in advance of the project being delivered. Payment will be made to successful applicants within 1 month of approval with monitoring information required once the project or activity is successfully delivered;
 - Grants of between £3,000 and £20,000 will normally be paid in a minimum of two equal instalments. The timings of and the number of instalments will be agreed by the group/organisation and the Grants Team at the start of the project and all subject to satisfactory monitoring.

7. Grant Conditions

- 7.1. Information on the conditions that will apply to a grant will be made available to all applicants before they apply. Monitoring information will be required on all grants (see section 9).
- 7.2. All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the final grant award is made. No changes will be made after this time.
- 7.3. Monitoring will be signed off by Grants Officer before each payment is due, with any concerns being discussed with the Head of Community Services.
- 7.4. VCS Groups will not be able to carry any unspent funding into the following financial year. All funding should be spent with the year the grant is awarded.
- 7.5. Any funding which Councillors have not allocated will be returned to the Council budget at the end of the financial year.
- 7.6. The Head of Community Services will have delegated authority for final approval of all applications received in the scheme. Their decision is final and not subject to any appeal process.
- 7.7. No proposals for allocation of funding will be possible during the pre-election "Purdah" period.

8. The Process

- 8.1 The budget for the Councillor Community Grant Scheme will be set prior to November by the Executive Committee for projects commencing after the 1st April of the following year.
- 8.2 Opportunities for grant funding will be openly advertised using a range of options. To ensure objective assessment of all Councillor Community Grant Scheme grant applications, the following processes will apply:
 - VCS Groups will approach the relevant Ward Councillor representing the area where the activity or project will take place and/or Councillor/s for district wide projects and discuss their funding proposal. Once the Ward Councillor is happy to endorse the proposal VCS Groups will complete and submit a short payment request form which will be processed by the Grants Team.
 - All ward Councillors will receive appropriate training in grant assessment, and will be supported by the Grants Team throughout the process. Training will also ensure that all ward Councillors are up to date with current trends and policies within the grant giving arena that affect the VCS.
 - The Council will not award any grant to an organisation whose application has not gone through this process.
 - If the proposed project or activity targets vulnerable adults or children the Council will require that the group delivering the project or activity has an appropriate safeguarding policy in place. Further information of the minimum requirements of this policy is detailed in the grant conditions section of the Councillor Community Grant Acceptance Form.
 - If for any reason the project does not go ahead the recipient of the funding must contact the relevant Members and/or the Grants Team to discuss alternative

proposal for the use of funding and ensure that any allocation is returned to the Council.

- The Members Code of Conduct applies to the implementation of the scheme. Members must declare any Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) in the proposal. No proposal can be put forward in which the Member has a DPI or ODI which would usually require a Member to withdraw from a meeting.
- In the year of a Council election no commitments, payments or related publicity may be undertaken once the Notice of Election has been published until after the date of the election.

9. Monitoring

- 9.1. All grant funded projects will be monitored with applicants obliged to submit details of how the project is progressing.
- 9.2. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed by the Grants Team with the funded organisation before final confirmation of a grant award is made.
- 9.3. Receipts and other monitoring information may be requested by the Council as proof of spend within six months of the grant being received by the organisation.
- 9.4. Regular monitoring of the project will enable the Council to make sure that the outcomes and effectiveness of the funding as well as the funding expenditure are all consistent with the original funding proposal.
- 9.5. The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

10. Joint Proposals

- 10.1 Councillors may agree to jointly fund an application or proposal with other Councillor/s from within the same ward area to maximise grant funding and the benefit to the local community they serve - formal confirmation will be required from all Councillors involved in any joint proposals.
- 10.2 Councillors may also agree to jointly fund (or contribute to) a proposal with other Councillor/s for projects and activities e.g. district wide projects. Again, formal confirmation will be required from all Councillors involved in any joint proposals, the organisation must declare its funding request and to which Councillors it has applied for funding. This must be declared as part of the application process and the collective amount requested cannot exceed a total of £20,000.

Councillor Community Grant Scheme (CCGS) - Councillor Guidance Notes for 2019 / 2020

Each Ward Councillor has an allocation of £5,000 per annum which he/she can use to support Voluntary Community Sector (VCS) organisations in the Borough to deliver projects and activities in their ward or across Redditch which will have a positive and beneficial impact in the community and on its residents.

Ward Councillors should have a clear understanding of the needs and priorities of their local areas. By working closely with all VCS groups within their areas they can ensure that any proposed activity or project is addressing those needs and the aims and objectives of the Council.

Councillors may also wish to use their allocation (or part of it) to jointly fund a project or activity with other Councillors within their ward or join another/several Councillors within the borough to support a project or activity that is delivered and positively affects the whole district (this must be declared as part of the application process and the collective amount requested cannot exceed a total of £20,000).

It has been agreed that for 2019 / 2020, £350 be dedicated from each Councillor's allocation to project(s) which deliver on issues around cultural awareness and the promotion of cultural cohesion. The types of projects which might be funded might focus on using educational means, arts, drama, food, sports to bring together people from different backgrounds and cultures in Redditch.

The following step by step process illustrates the main aspects of the scheme and aims to guide Councillors through the process.

Step 1 – Councillor Briefing and Training

- Before any Councillor can begin to allocate funds from their grant pot they must attend a Councillor training session which will explain the principles of the scheme and the process in more detail. These training sessions will be held around April and May 2019.
- Councillors should familiarise themselves with the Councillor Community Grants Scheme Policy, which will be part of this training.

Step 2 – Approach and Discussions with VCS Groups

- Councillors can either approach VCS groups directly to discuss the utilisation of their funding pot or they can wait until they are approached by VCS Groups who would like to propose projects for funding.
- Councillors should gather as much information as possible about the project and the group delivering the project during their discussions to ensure it fits within the required criteria as set out in the Policy. Councillors should then provide the group with the Payment Request Form to fill in, and return to the Councillor, who will sign off the proposal on the Payment Request Form once they are happy with it, and then send it to the Grants Team.

Step 3 – Criteria and Considerations for Funding

- Councillors need to be satisfied that the group they propose to allocate funding are: a voluntarily, non-profit group; is well run with effective management; financial/banking arrangements in place; that they promote equality issues and is open to all; meets all legal requirements; and that all previous grants received from RBC have been spent in accordance with the grant award conditions attached to them.
- It is for each Councillor to consider the financial viability of the group making the application and for the project being proposed. All assurances must be obtained prior to approving the grant funding and submitting the Payment Request Form. The Council need to ensure that public money is allocated appropriately, ensuring the best outcomes for Redditch and Redditch people and with the least risk to the Council.
- Councillors should consult with the Policy for more information about what can or cannot be funded. If in doubt, Councillors can speak to the Grants Team for further clarification.
- Councillors need to ensure that they are clear as to how the funding will be spent and how it would promote or improve the economic, social or environmental well-being of the ward/district and its residents. This needs to be conveyed on the Payment Request Form. The application will only be cleared for payment if the rationale is clear and fits within the criteria as set out in the Councillor Community Grant Policy. An unclear or weak rationale may be queried by the Grants Team and may prolong the payment process.
- Councillors will also need to be confident that there is strong evidence of need and that the group have set achievable targets and are taking the right approach to achieve them.
- Councillors should be aware that the Members' Code of Conduct applies to their decisions. No proposal can be put forward where you have a declared interest in the group and/or the proposed project or activity the group have put forward. Each case must be considered individually and early advice should be sought from either the Grants Team or Democratic Services on the nature of any potential interest.
- It will not be possible to propose allocations during the pre-election “Purdah” period.

Step 4 – Consideration of Joint Bids (where applicable)

- Joint bids are welcomed from two or more councillors within the same ward. It is possible for a joint bid to support a project in a particular ward but also attract attendees from a wider geographical area but this must be made clear in the ‘rationale’ provided in the Payment Request Form.
- Joint bids and/or contributions towards district-wide projects are also permitted. Organisations can apply to several or all Councillors within the Borough if the project or activity is delivered district-wide. This must be declared as part of the application process and the collective amount requested cannot exceed a total of £20,000.
- One form should be submitted by a lead councillor detailing the joint bid. Confirmation will be required (either by email or countersignature) by the other councillors showing that they agree to the submission, confirm their financial contribution and confirm the declaration.

Step 5 - Submission of the Funding Request Form and payment

- Councillors will be encouraged to submit forms electronically from their RBC email account (unless by exception and by prior notification), to ensure a clear audit trail and reduce the possibility of misuse and send to grants.team@redditchbc.gov.uk . Forms can, if necessary, be submitted by hard copy with a signature/s.
- Forms are NOT accepted directly from an organisation seeking financial support. Should any be received, they will be directed to the local Ward Councillor/s.
- Councillors should not include account details on the submission form. If the payee's details are not contained within the Council's financial system they will be contacted directly by the Grants Team.
- The Grants Team may undertake additional checks on the project and VCS group requesting funding especially if the funding requested is over £3k.
- Councillors will be sent an email once the payment has been authorised and released. This email will also advise Councillors of how much remains in their CCGS fund.
- Any spend by organisations on an event/project prior to authorisation is undertaken at their own risk. Members cannot give categorical assurances that the funding will be provided until the form has been properly authorised.
- Councillors should be mindful that any payment represents a formal decision to spend tax-payer funds. The details will be published on the Council's website and records will be held for public inspection at the Town Hall for 6 years.

Step 6 - Publicity

- Any publicity arising from the CCGS should not be party political and should reference the Council's contribution. Councillors must not 'give the impression' that the payment is from them personally.
- All Ward Councillors must adhere to the rules of 'purdah' during election period other situations where purdah will apply and payment proposals cannot be made during this time.

Step 7 – Monitoring

- The Grants Team will monitor each project using the Monitoring Form. Depending on the amount awarded to the group, this may occur once when the project is completed or at staged intervals to coincide with the release of an agreed part payment of the grant.

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REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE**

6th December 2018

BUDGET SCRUTINY WORKING GROUP – SHOPMOBILITY

Lead Scrutiny Member	Councillor Jenny Wheeler
Relevant Head of Service	Head of Community Services
Ward(s) Affected	All wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report provides Members with an opportunity to consider proposals that have been made by the Budget Scrutiny Working Group in respect of fees and charges for Shopmobility.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

the Council should investigate the potential to introduce special discount fees for frequent use of the Shopmobility service.

3. KEY ISSUES**Background**

- 3.1 The Budget Scrutiny Working Group is responsible for reviewing items that have financial implications for the Council to ensure that the Council is achieving value for money.
- 3.2 In 2017/18 the Budget Scrutiny Working Group scrutinised the Shopmobility service and recommended that charges should be introduced for the service. At a meeting of the group on 26th November 2018 Members revisited this decision to find out what impact this had had on customer demand. A relevant extract from the notes of the meeting have been attached at Appendix 1 to the report.
- 3.3 During the meeting Members were advised that prior to the introduction of fees for the service a number of customers reported that they were visiting Redditch town centre four or five times a week. Following the introduction of fees for the Shopmobility service the number of customers, as well as the number of times each customer used the service, had fallen.
- 3.4 The decrease in customer numbers had been expected but the level of decline had not been anticipated. The graph at Appendix 2 demonstrates the fall in custom for Shopmobility since April 2017 compared to demand for the service prior to the introduction of fees that month.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE****6th December 2018**

- 3.5 The Budget Scrutiny Working Group has been advised that some customers have reported that they are visiting Redditch town centre less frequently because there has been a change to the retail units that they can visit in the town centre and in particular the lack of food retail.
- 3.6 During the discussions about the Shopmobility service Members questioned whether discounts were offered to customers and were advised that this did not happen. Members noted that a special discount offer for customers who had used the service a number of times might incentivise customers to use the service more frequently. Should this discount be effectively advertised Members also agreed that this might help to attract more customers to use the service.

Financial Implications

- 3.7 The Council currently charges a £10 registration fee for Shopmobility customers. Registered customers are then charged £2 for each journey if they are a Redditch resident and £3 for each journey if they live outside the Borough. Customers who do not wish to register are charged £5 to use the service.
- 3.8 Members have been advised that due to the decline in the number of customers and the frequency with which customers are using Shopmobility there are no plans to increase the fees and charges for the service in 2019/20.
- 3.9 Shopmobility currently costs the Council £70,000 per annum to maintain. Since the introduction of fees in April 2018 the Council has received approximately £30,000 in income from fees and charges. The Council also receives £30,000 from the Kingfisher Shopping Centre towards the costs of running Shopmobility.
- 3.10 The Budget Scrutiny Working Group has not proposed the level at which discount fees for the Shopmobility service should be set, if they are introduced. This is something that Members agreed should be determined by the Executive Committee following consultation with relevant Officers.
- 3.11 Whilst the offer of a discount for the Shopmobility service might impact on revenue from individual customers, the Budget Scrutiny Working Group are suggesting that the discount could incentivise new customers to make use of the service. In order for this to happen the discount option would need to be effectively publicised.

Legal Implications

- 3.12 There are no direct legal implications for the Council?

**OVERVIEW AND SCRUTINY
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Service / Operational Implications

- 3.13 In the event that a discount is offered for Shopmobility this could lead to an increase in demand being placed on the service.

Customer / Equalities and Diversity Implications

- 3.14 Changes to the Shopmobility service could have implications for existing customers as the proposals could lead to an increase in demand.

4. RISK MANAGEMENT

No specific risks have been identified.

5. APPENDICES

Appendix 1 – Extract from the notes of the meeting of the Budget Scrutiny Working Group held on Monday 26th November 2018.

Appendix 2 – Graph demonstrating demand for the Shopmobility service.

AUTHOR OF REPORT

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Tel: (01527) 64252 Ext: 3268

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Appendix 1

Budget Scrutiny**Working Group Notes**

Monday, 26 November 2018

Present:

Councillor Jennifer Wheeler (Chair), and Councillors Joanne Beecham, Michael Chalk, John Fisher and Yvonne Smith

Officers:

Kevin Dicks, Paul Spooner and Judith Willis

Committee Services Officer:

Jess Bayley

5. FEES AND CHARGES - INTERVIEW WITH THE HEAD OF COMMUNITY SERVICES

Members addressed a number of questions to the Head of community Services in respect of the fees and charges for Shopmobility, Dial A Ride and homes for elderly and vulnerable people. Answers were provided in turn to each question as follows.

Shopmobility**1) How well has Shopmobility been working since charges were introduced?**

The Executive Committee had agreed to introduce charges for the service in February 2017. This had introduced a £10 registration fee, a £2 hire fee for registered customers who lived in Redditch and a £3 hire fee for registered customers who lived outside the Borough. There was also a £5 fee for customers who chose not to register.

The service was primarily funded by Redditch Borough Council prior to the introduction of fees. The Council had also received £30,000 towards the cost of running the service from the Kingfisher Shopping Centre. Since the introduction of the fee the Council had received £30,000 in fees. The service cost £70,000 per annum to run.

Nationally the majority, or 80 per cent of Shopmobility schemes, relied on Council funding. The amount of funding contributed by local authorities varied from £4,000 to £100,000. Therefore, the costs to Redditch Borough Council of supporting the Shopmobility scheme were not unusual.

The Council had attempted to increase income from the service by selling peripheral products to customers. However, there was a need to be careful with this as the Council did not want to be regarded as being in direct competition with businesses in the Kingfisher Shopping Centre.

Appendix 1

Budget Scrutiny

Working group

Monday, 26 November 2018

To date the shopping centre had been supportive of the Council. Research conducted in 2017 had revealed that the majority of customers spent £30 when they visited the Kingfisher Shopping Centre. The Council had shared this information with the shopping centre as Officers were keen to demonstrate the value of the scheme to the centre.

2) Have there been any negative impacts linked to the change to charging?

There had been a decrease in terms of the number of customers of the scheme. A decline in numbers had been expected, though the level of that fall had not been anticipated. A chart highlighted this decline was circulated for Members' consideration. Some of this decline had coincided with the closure of the former Marks and Spencer's unit in the Kingfisher Shopping Centre. Customers had reported that they had reduced their number of visits in recent months as there was less to visit. Prior to the introduction of fees and charges for the service some customers had reported that they would use Shopmobility four or five times a week. Traditionally Redditch had been viewed as one of the top five providers of a Shopmobility service at the national level. However, recent figures indicated that this was no longer the case.

Members questioned whether an increasing number of people purchasing private equipment might have impacted on demand for Shopmobility. However, Officers explained that generally, unless a customer lived close to the centre of town, they did not tend to use personal the equipment due to the logistics of getting into town.

3) In your opinion have the fees been set at the right level?

Members questioned whether the service was financially sustainable and how it linked to the Council's strategic purposes. Officers explained that the Council was receiving more from fees and charges than it had ever received in donations prior to the introduction of charges.

However, the Council was not proposing an increase in the fees and charges for the service in 2019/20. As the number of customers was falling it was not considered to be an appropriate time to increase the charges.

Members questioned whether a special offer could be made to frequent users of the service. If this was well advertised, it could help to encourage new customers to use the service. The group agreed that this should form the basis of a recommendation.

Fees affecting homes for vulnerable and elderly people

4) What processes were followed to set the fees and decide how much to charge?

The Head of Community Services circulated a written response to these questions. Members were advised that residents were charged slightly more for residing in Queen's Cottages compared to St David's House as the properties were bigger. It was noted that The fee for residents living in another private Extra Care Home in Redditch

Appendix 1

Budget Scrutiny

Working group

Monday, 26 November 2018

was £145, however this provider did offer additional services on site such as hairdressers.

A refurbishment of St David's House was taking place. The new manager of the service had found that the property was looking tired and needed some updating.

- 5) In your opinion, are the charges fair and reasonable for customers, including those whom may have a low income?

The Council had to be careful about how it set the fees for the service. For instance in respect of charging for water, in another part of the country a Council had set up a company which had managed water services but had charged tenants in excess of the actual costs. This Council had eventually been taken to court for making a profit out of their tenants.

The Council was in the process of reviewing the fees for the laundry. Whilst some tenants paid for this service others did their own laundry, though were using the Council's electricity. It was not known whether the fee for this service achieved full cost recovery and that would be reviewed in 2019/20.

The luncheon club costs were also being reviewed. The majority of similar service providers across the country managed their luncheon clubs at a full cost recovery level. In Redditch this operated at a loss and so the fees and charges were being reviewed. The fees for visitors aged over 60 differed from those for those aged under 60 and it was uncertain whether these fees had been set at the right level. The luncheon club costs and fees would therefore be reviewed in 2019/20.

Dial a Ride Service

- 6) Can you comment please on whether the charges as set currently achieve full cost recovery?

Members were advised that Dial a Ride services relied on a mixture of public funding and fees. Many community transport schemes were run by charitable organisations. The Council continued to provide the Dial a Ride service in Redditch and it was felt that further efficiencies could be achieved.

The Head of Community Services circulated a document that provided further information in relation to the Dial a Ride scheme. Members were advised that the Council was part of a consortium of all community transport schemes in Worcestershire.

The group was informed that for many Dial a Ride customers the travel was ancillary. Often customers lived on their own and a journey on a Dial a Ride bus might provide the only social interaction that they would get that day.

The service operated between the hours of 8.30am and 5.00pm. There were opportunities available to expand income from the service by offering Dial a Ride

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Budget Scrutiny

Working group

Monday, 26 November 2018

services for social activities involving groups of customers (e.g. a group of residents from St David's House).

Frequently the service was not used to its full potential because only a handful of customers were using a bus. This was particularly likely to occur when a customer needed to get to a hospital or a Doctor's appointment. The Council was in discussions with Voluntary and Community Sector Groups over the potential for a volunteer community car scheme to serve the needs of customers in these circumstances. This would free up the Dial a Ride service to concentrate on journeys involving more customers which represented greater value for money.

The majority of customers paid for visits to locations within the Borough. However, during the festive season some customers could be interested in travelling to locations such as Webbs of Wychbold. Members questioned the potential for the Council to work more closely with Bromsgrove's community transport service, BURT, to provide services between Redditch and Bromsgrove. However, Members were advised that there was only one community bus for BURT so there were more limited options in that district.

Members were advised that the majority of customers made bookings over the phone, generally in the mornings. Currently the Council operated a phone service from 9.00am to 4.30pm. However, in other parts of the country the phone service was only available in the morning and a similar approach could help the Council to achieve savings.

Members questioned whether the service could be opened up to customers who did not have mobility problems. In particular, reference was made to elderly relatives of Councillors who were mobile but not confident about driving or using public transport and could become tired fairly quickly. The group was advised that demand often outstripped supply for use of the Council's five Dial a Ride buses and the criteria currently restricted customers to those with mobility problems and their carers.

- 7) If the answer is that the charges do not achieve full cost recovery, can you explain to members:
- a) Why it was decided to go with lower charges?
 - b) What the implications would be for trying to achieve full cost recovery.

The answer to this question had been addressed above.

RECOMMENDED that

- 1) **the Council should investigate the potential to introduce special discount fees for frequent use of the Shopmobility service; and**
- 2) **the criteria for customers using Dial A Ride services should be reviewed to enable elderly people, who need a bit of extra support but who may not yet have mobility problems, to use the service.**

Appendix 1

Budget Scrutiny

Working group

Monday, 26 November 2018

ACTION: Officers to clarify the fee for luncheon club for those aged under 60.

The Meeting commenced at 7.05 pm
and closed at 9.18 pm

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Appendix 2



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EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

1 January 2019 to 30 April 2019

(published as at 3rd December 2018)



This Work Programme gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months. "Key Decisions" are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: democratic@bromsgroveandredditch.gov.uk

The Executive Committee's meetings are normally held at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527) 64252, ext: 3268 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you. The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Matthew Dormer, Leader and Portfolio Holder for Planning, Governance and Partnerships
Councillor David Bush, Deputy Leader and Portfolio Holder for Economic Development, Town Centre and Commercialism
Councillor Tom Baker-Price, Portfolio Holder for Corporate Management
Councillor Michael Rouse, Portfolio Holder for Leisure and Tourism
Councillor Brandon Clayton, Portfolio Holder for Environmental Services
Councillor Gareth Prosser, Portfolio Holder for Community Safety and Regulatory Services
Councillor Craig Warhurst, Portfolio Holder for Housing
Councillor Greg Chance
Councillor Bill Hartnett

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Capital Programme 2019/20 to 2022/23 Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Capital Strategy Report 2019/20 Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director Finance and Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Council Tax Base 2019/20 Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Jayne Pickering, Executive Director, Finance and Resources Tel: 01527 881673 Tel: 01527 881207
Development Partner to Progress the Possible Redevelopment of Winyates and / or Matchborough District Centres and Surrounding Areas Key: Yes	Executive 8 Jan 2019	This report may contain some exempt information.	Report of the Head of Planning and Regeneration	Paul Spooner, Interim Head of Economic Development & Regeneration - North Worcestershire

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Far Moor Lane, Redditch - Land Disposal to Homes England Key: No	Executive 8 Jan 2019 Council 28 Jan 2019	This report may contain some exempt information and might need to be considered by the Councillors in private session.	Report of the Interim Head of North Worcestershire Economic Development Unit	Paul Spooner, Interim Head of Economic Development & Regeneration - North Worcestershire
Fees and Charges 2019/20 Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Finance System Key: No	Executive Not before 8th Jan 2019 Council Not before 28th Jan 2019		Report of the Executive Director of Finance and Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Housing Allocations Policy Update Key: No	Executive Not before 8th Jan 2019		Report of the Head of Community Services	Derek Allen, Housing Strategy Manager Tel: 01527 881278
Housing Revenue Account Initial Budget 2019/20 to 2021/22 Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Investment and Acquisition Strategy Update Report Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director of Finance and Corporate Resources	Jayne Pickering, Executive Director, Finance and Resources Tel: 01527 881207
Joint Discussion - A Joint Payscale Key: No	Executive 8 Jan 2019 Council 28 Jan 2019	This report will contain exempt information and will need to be considered by Members in private session.	Report of the Executive Director of Finance and Corporate Resources	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256
Medium Term Financial Plan 2019/20 to 2022/23 - Update Report Key: No	Executive 8 Jan 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Private Sector Home Repair Assistance Policy Update Key: No	Executive Not before 8th Jan 2019 Council Not before 28th Jan 2019		Report of the Head of Community Services	Judith Willis, Head of Community Services Tel: 01527 64252 ext 3284

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Restructure in Planning Services - Town Centre Co-ordination Key: No	Executive 8 Jan 2019 Council 28 Jan 2019	This report may contain exempt information and therefore elected Members may need to go into private session when discussing this item at Committee meetings.	Report of the Head of Planning and Regeneration	Ruth Bamford, Head of Planning and Regeneration Tel: 01527 64252
Review of the Policy for Leases of Council Land and Property at a Concessionary Rent Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Head of Community Services	Helen Broughton, Redditch Partnership Manager Tel: 01527 64252 ext 3237
Treasury Management Including MRP Policy Report Key: No	Executive 8 Jan 2019 Council 28 Jan 2019		Report of the Executive Director Finance and Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Council Tax Support Scheme and Wider Support Framework Key: No	Executive 5 Feb 2019 Council 25 Feb 2019		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Homes England Asset Transfer Key: Yes	Executive 5 Feb 2019	<p>Consideration of this item is the subject to agreement of certain matters with Homes England in January 2019.</p> <p>This report will contain commercially sensitive information and therefore parts of the report may need to be considered in private session.</p>	Report of the Chief Executive	Paul Spooner, Interim Head of Economic Development & Regeneration - North Worcestershire
Housing / Housing Revenue Improvement Plan - Progress Report Key: No	Executive 5 Feb 2019		Report of the Deputy Chief Executive	Sue Hanley, Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services) Tel: 01527 64252 ext 3601

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Independent Remuneration Panel Report and Recommendations for 2019/20 Key: No	Executive 5 Feb 2019 Council 25 Feb 2019		Report of the Head of Legal, Equalities and Democratic Services	Darren Whitney, Electoral Services Manager Tel: 01527 882547
Medium Term Financial Plan 2019/20 to 2022/23 and Council Tax Setting Key: No	Executive 5 Feb 2019 Council 25 Feb 2019		Report of the Executive Director of Finance and Corporate Resources	Jayne Pickering, Executive Director, Finance and Resources Tel: 01527 881207
Pay Policy Statement 2019/20 Key: No	Executive 5 Feb 2019 Council 25 Feb 2019		Report of the Executive Director of Finance and Corporate Resources	Kate Goldey, Senior Business Support Accounting Technician Tel: 01527 881208
Performance Report Key: No	Executive 5 Feb 2019		Report of the Head of Business Transformation	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256
Unit 17, Broad Ground Road, Redditch Key: Yes	Executive 5 Feb 2019	This report may contain exempt information and as such Members may be required to go into confidential session during consideration of the item.	Report of the Chief Executive	Steve Singleton Tel: 01562 732168

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Worcestershire Strategic Direction for Tackling Homelessness Key: No	Executive 5 Feb 2019		Report of the Head of Community Services	Derek Allen, Housing Strategy Manager Tel: 01527 881278
Finance Monitoring Quarter 3 2018/19 Key: No	Executive 26 Mar 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Homelessness Grant, Flexible Homelessness Support and Homelessness New Burden's Fund Report 2019/20 Key: No	Executive 26 Mar 2019 Council 15 Apr 2019		Report of the Head of Community Services	Derek Allen, Housing Strategy Manager Tel: 01527 881278
Matchborough and Winyates District Centre Redevelopment Consultations Key: Yes	Executive Not before 26th Mar 2019		Report of the Head of Planning and Regeneration	Ruth Bamford, Head of Planning and Regeneration Tel: 01527 64252
Performance Report Key: No	Executive 26 Mar 2019		Report of the Head of Business Transformation and Organisational Development	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Review of CCTV Provision Key: No	Executive 26 Mar 2019 Council 15 Apr 2019			Judith Willis, Head of Community Services Tel: 01527 64252 ext 3284
Service Delivery Options - HRA Gas Maintenance Key: Yes	Executive Not before 26th Mar 2019	Likely to be considered in exempt session.	Report of the Deputy Chief Executive	Guy Revans, Head of Environmental Services Tel: 01527 64252 ext 3292
Tenancy Conditions for Council Housing Tenants and Tenants' Handbook Key: No	Executive 26 Mar 2019 Council 15 Apr 2019		Report of the Head of Community Services	Jayne Baylis, Housing Services Manager Tel: 01527 64252 ext 3825
Overview and Scrutiny Committee's Annual Report 2018/19 Key: No	Council 15 Apr 2019		Report of the Chair of the Overview and Scrutiny Committee	Jess Bayley, Senior Democratic Services Officer (Redditch) Tel: 01527 64252 ext 3268

