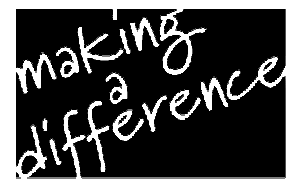


minute book 1

Council

Monday 6th June
2011
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk



Council

23rd May 2011

MINUTES

Present:

Kath Banks (Mayor), Councillor Anita Clayton (Deputy Mayor) and Councillors Peter Anderson, Rebecca Blake, Michael Braley, Juliet Brunner, David Bush, Michael Chalk, Simon Chalk, Greg Chance, Brandon Clayton, Andrew Fry, Carole Gandy, Adam Griffin, Malcolm Hall, Bill Hartnett, Roger Hill, Gay Hopkins, Alan Mason, Phil Mould, William Norton, Jinny Pearce, Brenda Quinney, Mark Shurmer, Luke Stephens, Debbie Taylor and Derek Taylor

Also Present:

D Andrews (Chair, Standards Committee) and M Collins (Vice-Chair, Standards Committee)

Officers:

J Bayley, T Buckley, J Carradine, A Darroch, C Felton, S Hanley, J Pickering, S Skinner, J Smyth, J Staniland and D Sunman

Committee Services Officer:

I Westmore

1. WELCOME

The Mayor opened the meeting and welcomed all present. The Mayor's Chaplain, the Reverend Jo Musson, led the Council in prayer.

2. APOLOGIES

Apologies for absence were received on behalf of Councillors Andrew Brazier, Robin King and Wanda King.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

.....
Chair

4. MAYOR'S OPENING REMARKSa) General Remarks

The Mayor commented that she had reached the end of her Mayoral year with mixed feelings, happy to have completed the year but tinged with sadness that the year had come to an end.

The Mayor thanked her Chaplain, the Reverend Jo Musson, for her support, prayers and presiding at her Civic Service and the Mayor's Cadets, Sergeants Sword and Smith for their assistance and Lieutenant Sutherland Lane for his support.

The Mayor also thanked her husband and daughter for their support during the course of the year, Councillor Juliet Brunner for acting as Consort on a number of occasions, the current Deputy Mayor, Councillor Anita Clayton, for representing the Borough at various engagements over the past year and Mrs Jean Chalk for preparing a collar for the Mayoral Chain.

b) Award for Outstanding Service to the Community

The Mayor's Annual Award for outstanding contribution to the community which had been instituted by Councillor Hall the previous year was awarded to the following individuals:

- i) Mrs Lorna White, for work over a number of years within the community, including with Redditch Council for Voluntary Services, Age Concern and the Women's Institute;
- ii) Warrant Officer Paul Muckle, for service to his country and for his achievements within his regiment, the 2nd Mercians, Freemen of the Borough, with whom he was awarded a Mention in Dispatches whilst a Company Sergeant Major with B Company;
- iii) Mr Peter Styler, for his many years work for the Royal British Legion, particularly the organising and administering of the annual Remembrance Day collections and the ordering and dispatching of poppy wreaths; and
- iv) Ms Elaine Daykin, for her work with the Redditch Special Olympics charity, demonstrating much dedication and commitment over many years.

c) Mayoral Engagements

The Mayor advised that, since the last meeting of the Council she had attended various functions, including the launch of the Woodrow Library new website, a production of Fiddler on the Roof at the Palace Theatre, the Council's Civic Dinner, the Welsh Society Concert & Choral Society charity events at Worcester, the Civic Dinner at Bromsgrove District Council, the Civic Services at Worcestershire County Council, the Proms at the Palace & St George's Day events, events associated with the Royal Wedding and a Young Fire-fighters' Association event in Droitwich.

d) Mayoral Charities

The Mayor informed the Council that a sum in excess of £3,000 had been raised throughout the year for her charities, the two local Army Cadet Troops from Church Hill and Headless Cross, which would be dispatched to them as soon as possible.

5. ELECTION OF MAYOR**RESOLVED that**

Councillor Anita Clayton be, and hereby is, elected Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council.

6. DECLARATION OF ACCEPTANCE OF OFFICE - NEW MAYOR

Councillor Anita Clayton made the statutory declaration of Acceptance of Office. She was then invested with the Chain of Office by the outgoing Mayor, ex-Councillor Kath Banks.

(The new Mayor, Councillor Anita Clayton now in the Chair)

7. VOTE OF THANKS TO RETIRING MAYOR

Councillor Anita Clayton thanked the outgoing Mayor and, on behalf of the Council, expressed gratitude for her services to the Borough and Council.

RESOLVED that

the Council formally record its gratitude to the outgoing Mayor, ex-Councillor Kath Banks for her excellent service to the town as Mayor over the last 12 months.

8. DEPUTY MAYOR

RESOLVED that

Councillor Gay Hopkins be, and hereby is, appointed Deputy Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council.

9. DECLARATION OF ACCEPTANCE OF OFFICE - DEPUTY MAYOR

The Deputy Mayor, Councillor Gay Hopkins, made the statutory Declaration of Acceptance of Office.

The Mayor, Councillor Anita Clayton, then invested Councillor Hopkins with the Deputy Mayor's Badge of Office.

10. COMMUNICATIONS AND MAYOR'S ANNOUNCEMENTS

a) Announcements

The Mayor informed the Council that she was privileged to be taking on the role of Mayor of the Borough of Redditch, stating that it was one of the proudest days of her life, and undertook to do her best to serve the community throughout the coming year

The Mayor advised that her Celebrant for the year ahead would be Ms June Saville and that her charity for the year would be the Primrose Hospice.

b) Forthcoming engagements

The Leader advised that forthcoming events included the Primrose Hospice Choir Summer Concert at the Town Hall, the twinning visit to Auxerre this coming weekend, the Montville Hotel & Indian Fusion restaurant celebration of their 8th anniversary, the visit of our friends from Gruchet le Vallasse to Redditch, Civic Services at Wychavon, Kidderminster and Worcester, the Veterans' Day Parade on 25th June and the Sea Cadets Royal Navy Parade on 27th June. The Mayor also advised that her Civic Service would take place on 11th September 2011 and her Civic Dinner on Saturday, 29th October 2011.

c) Mr Andy Teepe

It was with great regret that the Mayor advised the Council of the death the previous Friday of Mr Andy Teepe, the Council's Senior Solicitor, following a period of illness. A letter of condolence was to be sent on behalf of the Council

to Mr Teepe's family. Members noted that he had always been a perfect gentleman and a reliable Officer who had provided good, clear advice whilst at the same time bringing humour to his job.

11. MINUTES

RESOLVED that

the minutes of the meeting of the Council held on 28th March 2011 be confirmed as a correct record and signed by the Chair.

12. LEADER OF THE COUNCIL

RESOLVED that

Councillor Carole Gandy be, and hereby is, appointed Leader of the Council for the ensuing four years.

13. LEADER OF THE OPPOSITION

The Council was asked to confirm that the Leader of the Minority Party Group would, by virtue of their office, be designated Leader of the Opposition and that the Shadow Opposition positions listed in the Order of Business be noted.

RESOLVED that

the designation of the Leader of the Minority Group on the Council as the Leader of the Opposition and the Shadow Opposition positions be noted.

14. EXECUTIVE COMMITTEE, OVERVIEW AND SCRUTINY COMMITTEE, SUB-COMMITTEES, PANELS ETC. - CHAIRS AND VICE CHAIRS - APPOINTMENT

RESOLVED that

- 1) in accordance with the Council's Constitution and relevant Standing Orders, the Council's Committees, Panels, etc. be appointed as indicated in Appendix A attached to the minutes; and**
- 2) in relation to this and the following minute, the Chief Executive be authorised, in consultation with the relevant Group Leader(s), to fill vacancies, in accordance with agreed memberships / proportionality.**

15. OUTSIDE BODIES

The Council considered the nomination, and/or appointment, of Members to various positions on outside bodies. The Leader of the Council noted that a number of the regional and national bodies to which the Council appointed representatives involved considerable time and expense and were of little benefit to the Council or Borough. Officers were asked to prepare a report prior to the next Annual Meeting of the Council advising which bodies of this sort might no longer be appointed to by the Council without detriment to the authority.

In respect of the nomination to the Where Next? Association, Officers were asked to contact the body and determine whether they would accept a second Council appointee.

RESOLVED that

- 1) appointments / nominations to outside bodies be made as detailed in Appendix B to the minutes, and notified to the outside bodies as soon as possible after the meeting; and**
- 2) Members' candidature for the subject positions, as agreed by Party Groups and as now detailed in Appendix B to the minutes, be taken as Members' agreement and full acceptance that the bodies in question are to be formally notified of the appointments / nominations.**

16. CONSTITUTION - ANNUAL REVIEW

The Council was asked to confirm the Council's Constitutional arrangements.

RESOLVED that

the Council's current Constitution and associated documents (Standing Orders, Financial Regulations, Scheme of Delegation to Officers, Scheme of Members' Allowances, etc.) as now issued be approved.

17. MEMBERS' ALLOWANCES

The Council considered a report on expenses and allowances paid to Members under the Local Authorities (Members' Allowances) Regulations 1995 (as amended) for the 2010/11 financial year.

RESOLVED that

the report be noted.

Council

23rd May 2011

The Meeting commenced at 7.00 pm
and closed at 8.09 pm

.....
Chair

**Annual Meeting
of the Council**

APPENDIX A

23rd May 2011

COMMITTEE MEMBERSHIPS

A. EXECUTIVE LINE

EXECUTIVE COMMITTEE

**(From May 2011 – all appointments to Exec / Portfolio Holders to be made
by ‘Strong Leader’ – not full Council)**

(9 = 6+2+1 – not required to be proportional)

Chair: ***Leader of the Council* ex-officio (per Constitution)***

Vice-Chair: ***Deputy Leader# ex-officio ("***

Councillors: (CON) **Michael Braley#, Juliet Brunner, Brandon Clayton, Carole
Gandy*, Jinny Pearce, Derek Taylor**
(LAB) **Greg Chance, Debbie Taylor**
(LD) **Malcolm Hall**

(Cannot be members of O&S Committees)

Named

Substitutes: Not permitted.

Annual Meeting of the Council

APPENDIX A

23rd May 2011

Portfolio Holders (x6)

Community Leadership & Partnership inc. Vol. Sector – Cllr Carole Gandy

(normally the Leader of the Council)

Community Safety & Regulatory Services – Cllr Juliet Brunner

*(Crime & Disorder, Safer Communities, Licensing impacts *, planning against Emergencies)*

Corporate Management – Cllr Michael Braley

*(Internal systems / support services: Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council /Committee business/ Licensing process *)*

Housing, Local Environment & Health – Cllr Brandon Clayton

(Housing & Health-related Services, Better Environment, Cleansing & Waste Management, Climate Change, Landscape / Open Space)

Leisure & Tourism – Cllr Derek Taylor

(Culture & Recreation, Community Training, Education, Learning & Skills, Children, Youth, Surestart)

Planning, Regeneration, Economic Development & Transport – Cllr Jinny Pearce

(Planning & Land use, Economic Development, Public Transport)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

Member “Champions”

(Duties generally fall to the relevant Portfolio Holder.
 In other cases can be an Executive or non-Executive Member.)

1.	<u>Asset Management /</u> <u>Customer Access /</u> <u>E.government / IT</u> (Corporate Management Portfolio)	Cllr Michael Braley (Portfolio Holder)
2.	<u>Children & Young People /</u> <u>Play</u> (Leisure & Tourism / Community Leadership & Partnership Portfolios)	Cllr Derek Taylor (Portfolio Holder)
3.	<u>Equalities</u> (Community Leadership / Corporate Management Portfolios)	Cllr Carole Gandy (Portfolio Holder)
4.	<u>Health</u> (Housing & Health Portfolio)	Cllr Brandon Clayton (Portfolio Holder)
5.	<u>Heritage</u> (Local Environment Planning & Transport and Leisure & Tourism Portfolios)	Cllr Derek Taylor (Portfolio Holder)
6.	<u>Local Democracy Events</u> (Corporate Management Portfolio)	Cllr Juliet Brunner (assisted by Cllr S Chalk)
7.	<u>Member Development</u> <i>(1 per Party Group)</i> (Corporate Management Portfolio)	Cllr Juliet Brunner (Con) Cllr Greg Chance (Lab) (Cllr Malcolm Hall) (LD)
8.	<u>Risk Management</u> (Corporate Management Portfolio)	Cllr Michael Braley (Portfolio Holder)
9.	<u>Third Sector Liaison</u> (Community Leadership & Partnership Portfolio)	Cllr Carole Gandy (Portfolio Holder)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

EXECUTIVE ADVISORY PANELS

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members (potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions). They often meet early evening.

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate.

Reporting should normally therefore be to the Executive. But exceptionally, if deadlines require, reporting may, with the agreement of the Leader, be direct to the full Council in relation to proposals with implications for policy or budget change. More open reviews should be considered by O&S.

They are not required to be Party proportional, but have been established on those terms to date – the figures in brackets are therefore a guide only).

CLIMATE CHANGE ADVISORY PANEL

(6 = 4+2)

(Terms of Reference – to advise the Executive Committee on Climate Change)

Chair: **Councillor Brandon Clayton**
(relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor Gay Hopkins**

Councillors: (CON) **Andrew Brazier, Roger Hill**
(LAB) **Andrew Fry, Debbie Taylor**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

HOUSING ADVISORY PANEL

(6 = 4+2)

(Terms of Reference – as above in relation to Housing-related matters.)

Chair: **Councillor Brandon Clayton**
(relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor Andrew Brazier**

Councillors: (CON) **Simon Chalk, Brenda Quinney**
(LAB) **Alan Mason, Mark Shurmer**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

LEISURE CONTRACTS ADVISORY PANEL

(6 = 4+2)

(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded as required by the Executive Committee from time to time to include other potential contracts.)

Chair: **Councillor Derek Taylor** (relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor Peter Anderson**

Councillors: (CON) **David Bush, Simon Chalk**
(LAB) **Phil Mould, Alan Mason**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL

(6 = 4+2)

(To monitor progression of the Regional Spatial Strategy Review and consider material to be provided to the Regional Assembly.

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework.)

Chair: **Councillor Jinny Pearce** (relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor Roger Hill**

Councillors: (CON) **Mike Chalk, Simon Chalk**
(LAB) **Andy Fry, Bill Hartnett**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

ECONOMIC ADVISORY PANEL

(6 = 4+2)

(Terms of Reference – as above in relation to Economic Development related matters.)

Chair: **Councillor Jinny Pearce** (relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor David Bush**

Councillors: (CON) **Michael Braley, Andrew Brazier**
(LAB) **Bill Hartnett, Robin King**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

B. NON-EXECUTIVE LINE

OVERVIEW AND SCRUTINY COMMITTEE

The Overview & Scrutiny "Parent" Committee may undertake policy reviews itself or, more routinely, commission Task & Finish Groups to undertake targeted, time-limited pieces of work on the Committee's behalf.

The Committee will meet every three weeks to echo the meeting pattern of the Executive Committee and to provide the opportunity for a responsive call-in mechanism.

A decision was taken by Council in 2008, with no members voting against, that the Overview and Scrutiny Committee should not be Party proportional.

The role of Crime and Disorder O&S Committee under the Police and Justice Act 2006 is undertaken by the Crime and Disorder Scrutiny Panel.

OVERVIEW & SCRUTINY COMMITTEE

(Notional Proportions 9 = 5+4, plus TU co-optees –
Actual places 9 = 4 + 5, plus TU co-optees –
- Not currently proportional by formal resolution of the Council)

Chair: **Councillor Phil Mould**
Vice-Chair: **Councillor Mark Shurmer**

(The Constitution requires that members of political groups not forming part of the ruling administration shall be appointed Chair and Vice-Chair of the O&S Committee)

Councillors (CON) **Peter Anderson, Andrew Brazier, Simon Chalk, Gay Hopkins**
 (LAB) **Andy Fry, Bill Hartnett, Luke Stephens**
 (LD) -

(Not members of the Executive Committee)

Co-opted members: 2 Trade Union (UNISON) representatives
 (for employee-related items only)

Named Substitutes: Not permitted / ~~All other members of the Council – non-Exec.~~
 (For reasons of continuity, substitution is discouraged during topic reviews.)

Substitute Co-optees 1 nominated TU representative per Union.

Annual Meeting of the Council

APPENDIX A

23rd May 2011

“OVERVIEW & SCRUTINY MEMBERS” POOL

Available for allocation for Task & Finish Reviews (= all “non-Executive” Members)

Councillors: (CON) **Peter Anderson, Andrew Brazier, David Bush, Michael Chalk, Simon Chalk, Anita Clayton, Adam Griffin, Roger Hill, Gay Hopkins, William Norton, Brenda Quinney**
(LAB) **Rebecca Blake, Andrew Fry, Bill Hartnett, Robin King, Wanda King, Alan Mason, Phil Mould, Mark Shurmer, Luke Stephens**
(LD) -

CRIME AND DISORDER SCRUTINY PANEL

(5 = 3 + 2)

Chair: ***Councillor Bill Hartnett***

Councillors: (CON) **Anita Clayton, Roger Hill**
(LAB) **Rebecca Blake, Wanda King**
(LD) -

(To be reappointed at the Annual Meeting. The Terms of Reference of the Crime and Disorder Scrutiny Panel state that the Chair must be a Member of the Overview and Scrutiny Committee)

TASK & FINISH GROUPS:

(None to be re-appointed at the Annual Meeting this year)

Chairs of Task and Finish Groups will be members of the Overview and Scrutiny parent Committee.)

(No Task and Finish Groups continuing beyond the Annual Meeting other than the Work Experience Task and Finish Group which has concluded its review and has merely to present its final report to the Executive Committee.)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

(Can be members of the Executive Committee: to be selected from all disinterested members of the Council – training required – normally evening meetings, but may occasionally need to meet in the daytime for longer hearings. Ward Members cannot sit on appeals which might lead to allocation of properties in relation to their Wards.)

Named Subject to training in Quasi-Judicial meetings,
Substitutes: all other Members of the Council.

LICENSING COMMITTEE

(15 = 9 +6 - must be no less than 10 / no more than 15)

(Required, via its Sub-Committees, to deal with applications lodged under the provisions of the Licensing Act 2003 and Gambling Act 2005; and also, via other Sub-Committee(s) to act as Taxi and 'other' Licensing Regulatory Committee.)

Chair: **Councillor Michael Braley**
Vice-Chair: **Councillor Gay Hopkins**

Councillors: (CON) **Peter Anderson, Andrew Brazier, Michael Chalk, Anita Clayton, Roger Hill, Jinny Pearce, Brenda Quinney,**
 (LAB) **Andrew Fry, Bill Hartnett, Robin King,**
 Alan Mason, Phil Mould (+ 1 vacancy offered to Cllr Hall *)
 (LD) * **Malcolm Hall**

(Can be member of the Executive Committee – may be:

- daytime and evening meetings of 3-Member Sub-Committees (Premises / Personal Licences) plus 1 reserve Member, to hear applications; and/or
- daytime meetings of 5-Member Taxi / other Licensing Sub-Committee.)

Named Subject to appropriate training,
Substitutes: all other members of the Council.

[N.B. Trained Members – Licensing Act, Gambling Act and Quasi-Judicial meetings – currently available (*other than as indicated*) are:

Michael Braley, Michael Chalk (*not Gambling Act*), Anita Clayton, Andrew Fry, Carole Gandy, Bill Hartnett, Robin King, Wanda King (*not Quasi-Judicial meetings*).

New Training will be offered as soon as possible in the Municipal year.]

Annual Meeting of the Council

APPENDIX A

23rd May 2011

Licensing Sub-Committees – A. Personal / Premises / Gambling Act

(3-Member “Panels” – general membership to be agreed by Officers, in consultation with the relevant Chair, as required per application and to include a 4th Reserve Member.)

- A. Chair: ***Councillor Michael Braley***
- B. Alternate Chair 1: ***Councillor Jinny Pearce***
- C. Alternate Chair 2: ***Councillor Gay Hopkins***
- D. Alternate Chair 3: ***Councillor Andrew Fry***

Sub-Committee ‘core’ membership - 3 Members to normally hear Licensing Act / Gambling Act applications, plus one ‘Reserve’:

Councillors: Michael Braley, Jinny Pearce, Gay Hopkins and Andrew Fry.

(Notes:

- 1) Daytime and evening meetings may be required.
- 2) The ‘core’ membership above would change in the case of any prejudicial or Ward interests, or other conflict, or exceptional absence. However, a constant membership would help Members to develop expertise in the area, given the very few Hearings currently required in the Borough.
- 3) Substitute Members to be drawn, as required, from list of trained and available Members. (Training will be provided as soon as possible to cover any deficit.)
- 4) Chairing of Licensing Sub-Committee / Quasi-Judicial meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.
- 5) Compulsory Training to be renewed / updated in accordance with Constitutional requirements, or when significant legal, policy or procedural change occurs.)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

Licensing Sub-Committees – B. Taxis / Sex Establishments / Other.

(5 = 3 + 2)

(This Sub-Committee covers all “other Licensing” and similar regulatory matters - other than those covered under the Licensing Act 2003 and Gambling Act 2005, examples: Taxis, Incinerators and “Sex Establishments”. Mostly daytime meetings.)

Chair: **Councillor Michael Braley**
*(Ex officio Chair of the Licensing Committee /
Special Responsibility Allowance refers.)*

Vice-Chair: **Councillor Jinny Pearce**

Councillors: (CON) **Roger Hill**
 (LAB) **Andrew Fry, Alan Mason**

(Can be members of the Executive Committee – must receive training in Quasi-Judicial meetings before they can sit or substitute.)

Named
Substitutes: All other members of the Council.

PLANNING COMMITTEE

(9 = 5 +3 +1 additional place)

Chair: **Councillor Michael Chalk**
Vice-Chair: **Councillor Roger Hill**

Councillors: (CON) **Peter Anderson, Andrew Brazier, Brenda Quinney**
 (LAB) **Bill Hartnett, Robin King, Wanda King**
 (LD) **Malcolm Hall**

(Can be members of the Executive Committee, but not Council Leader - Must receive relevant formal training before they can sit or substitute. Training to be renewed / updated annually, and/or when significant legal, policy or procedural change occurs.)

Chairing of the Planning Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named All other trained members of the Council.
Substitutes: (NB. substitution at Planning Committee is not generally advised, as occasional attendees will not have received all update briefings. Party balance, although a requirement of the composition of the Committee, should not be a material consideration at Planning Committee meetings.)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

MEETINGS UNDER SHARED / JOINT ARRANGEMENTS

PLANNING JOINT BOARD

(4 = 2+1+additional place)

(Proportionality not established under the Constitution - not required to be proportional)

(To progress a joint plan to deal with cross-boundary issues.
To consider the Inspector's report following the RSS Phase II Inquiry.)

Chair: **Councillors Carole Gandy (RBC) [and Roger Hollingworth (BDC)]**
(alternate according to meeting venue)

Vice-Chair: **As above**

Councillors: (CON) **Jinny Pearce**
(LAB) **Bill Hartnett**
(LD) **Malcolm Hall**

(Fixed membership only)

Named (Substitutes are not permitted
Substitutes: but all Members are invited to attend and observe)

SHARED SERVICES BOARD

(4 = 2+1+additional place)

(Proportionality not established under the Constitution - not required to be proportional)

(To oversee the shared services, joint working and alternative working arrangements of the Council)

Chair: **Councillors Carole Gandy (RBC) [and Roger Hollingworth (BDC)]**
(alternate according to meeting venue, other becoming Vice-Chair)

Vice-Chair: **As above**

RBC Councillors: (CON) **Michael Braley**
(LAB) **Bill Hartnett**
(LD) **Malcolm Hall**

(Fixed membership only)

Named (Named Substitutes – Councillors Brandon Clayton, Jinny Pearce
Substitutes: Greg Chance)

(All Members are invited to attend and observe)

Annual Meeting of the Council

APPENDIX A

23rd May 2011

E. OTHER MEETINGS

(not within main structure. None of these meetings have Executive authority, other than as exercised already by relevant Officers with delegated powers.)

BOROUGH TENANTS' FORUM

(3 = 2+1+Officers)

Chair: (Not RBC position - election at first meeting)

Vice-Chair: (ditto)

Councillors: (CON) **Roger Hill, Brenda Quinney**
(LAB) **Mark Shurmer**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

CHURCH HILL DISTRICT CENTRE MEMBERS' PANEL

(3 = 2+1)

Chair: **Councillor Brandon Clayton (Relevant Portfolio Holder)**

Councillors: (CON) **Roger Hill**
(LAB) **Robin King**

CONSTITUTIONAL REVIEW WORKING PARTY

(6 = 4+2)

(To provide a pool of senior Executive Committee and O&S Members to assist the Chief Executive and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localisation agenda.)

Chair: **Councillor Carole Gandy**

Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **David Bush, Jinny Pearce**
(LAB) **Greg Chance, Bill Hartnett**
(LD) -

(Should ideally include senior members of both Exec and O&S Committees.)

Named

Substitutes: Any member of the Council.

Annual Meeting of the Council

APPENDIX A

23rd May 2011

REDDITCH MATTERS EDITORIAL PANEL

(3 = 2+1)

(To act as a consultation body for Officers in respect of the contents of the Council magazine.)

Councillors: (CON) **Mike Chalk, Jinny Pearce**
(LAB) **Greg Chance**

Named
Substitutes: Any member of the Council.

GRANTS PANEL

(5 = 3+2 but not required to be proportional)

(To recommend to the Executive Committee grant awards for 2008/09)

Chair: **Councillor Greg Chance**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **Juliet Brunner, David Bush**
(LAB) **Mark Shurmer**
(LD) -

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant. Prejudicial involvement with any one body would disbar Members from the entire Grants allocation process.)

Named
Substitutes: Substitutions do not apply.

HOLOCAUST MEMORIAL STEERING GROUP

(5 = 3+2 – number / proportions not fixed)

(To organise an annual Holocaust Memorial Event -

Chair: **Councillor Jinny Pearce**
Vice-Chair: **vacant**

Councillors: (CON) **Brenda Quinney, Derek Taylor**
(LAB) **Rebecca Blake, Bill Hartnett**
(LD) -

Named
Substitutes: Substitutions do not apply, for the sake of continuity.

Annual Meeting of the Council

APPENDIX A

23rd May 2011

MEMBER SUPPORT STEERING GROUP

(7 = 4+2+1)

(To develop and implement a Member Development Programme;
to review Members' Support arrangements: administrative, financial and IT.)

Chair: **Councillor Juliet Brunner**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **David Bush, Simon Chalk**
 (LAB) **Greg Chance, Luke Stephens**
 (LD) **Malcolm Hall ***

(Can be any member of the Council –
should include 3x Party Champions * for Member Development.)

Named
Substitutes: All other members of the Council.

PROCUREMENT STEERING GROUP

(7 = 4+3)

(To oversee the shared services, joint working
and alternative working arrangements of the Council)

Chair: **Councillor Michael Braley**
Vice-Chair: **Councillor Peter Anderson**

Councillors: (CON) **Carole Gandy, Gay Hopkins,**
 (LAB) **Bill Hartnett, Robin King**
 (LD) -

(Fixed membership only)

Named
Substitutes: (None appointed / therefore only with Chair's agreement.)

General Notes (All meetings):-

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.

**Annual Meeting
of the Council**

APPENDIX A

23rd May 2011

Annual Meeting of the Council

APPENDIX B

23rd May 2011

BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

The various Bodies listed in Sections 1, 2 and 3 below have requested the Council to appoint persons to represent the Borough Council on the said bodies.

Notes: The Council resolved on the 21st of April 2008 that, so far as is practical,

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Leader on Regional bodies, and relevant Portfolio Holders as relevant to their Portfolios;
- 2) other relevant Members should be appointed as befits their position / interests / Ward responsibilities, etc., for example an Astwood Bank and Feckenham Ward Member on bodies with a rural interest.

SECTION 1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS

Body	20010/11 Representative(s)	Notes / Terms	APPOINTEES
Association of Public Service Excellence (APSE)	Cllr B Clayton	1 representative (must be a Councillor) Term : 1 year No liability issues identified.	Cllr B Clayton
Local Government Association General Assembly	Cllr Gandy	1 Representative for 20011/12 (must be a Councillor) Term : 1 year No liability issues identified.	Cllr Gandy Awaiting info from LGA on status
Local Government Association – Rural Commission	Cllr M Chalk (and John Staniland, Director)	1 Representative (must be a Councillor – normally an Astwood Bank and Feckenham Ward Member) (plus 1 Council Officer) Term : 1 year No liability issues identified.	Cllr M Chalk Appointment required
Local Government Association – Urban Commission	Cllr Braley (and John Staniland, Director)	1 Representative (must be a Councillor) (plus 1 Council Officer) Term : 1 year No liability issues identified.	Cllr Braley Appointment required

Annual Meeting of the Council

APPENDIX B

23rd May 2011

<p>West Midlands Councils</p> <p>(Replaces the WMLGA Leaders Board)</p>	<p>Cllr Gandy (alternate – Cllr Braley)</p>	<p>1 Nomination</p> <p>(Must be the Leader of the Council, by virtue of his/her position.)</p> <p>A formal “Alternate” is also to be <u>nominated by the Leader</u> to attend meetings in absence of the principal representative.</p> <p>Term : to each RBC AGM</p> <p>No liability issues identified.</p>	<p>Cllr Gandy (alternate – Cllr Braley)</p> <p>Terms as per Leaders Board</p>
<p>West Midlands Councils Member Development Steering Group</p> <p>(Replaces the WMLGA – Steering Group for Member Development in the Region.)</p>	<p>Cllr Brunner</p>	<p>1 Nomination</p> <p>To act on behalf of the Council in relation to West Midlands Councils - supported Member Development-related positions.</p> <p>Term : 1 year</p> <p>No liability issues identified.</p>	<p>Cllr Brunner</p> <p>Terms as per WMLGA Steering Group</p>
<p>Assembly of the District Councils’ Network</p>	<p>New for 2011/12.</p>	<p>1 Nomination</p> <p>To represent the Council on the Assembly of this body which is a voice for District Councils within the Local Government Association.</p> <p>The Assembly of the DCN comprises the Leaders of the Member Authorities or equivalent.</p> <p>Term : 1 year</p> <p>No liability issues identified.</p>	<p>Cllr Gandy</p>

Annual Meeting of the Council

APPENDIX B

23rd May 2011

SECTION 2: PARTNERSHIP APPOINTMENTS

a) County Council Bodies

Body	2010/11 Representative(s)	Notes / Terms	APPOINTEES
Community Children and Young Persons Forum (WCC)	Cllrs Brunner and Debbie Taylor	2 Representatives (must be Councillors) Term : 1 year No liability issues identified.	Cllrs Blake and Derek Taylor Awaiting info from County on status.
Corporate Parenting Steering Group (Worcestershire County Council)	Cllr Banks	1 RBC Representative (elected) Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30 start) No liability issues identified.	Cllr Quinney Awaiting info from County on status.
Health Overview and Scrutiny Committee (Worcestershire County Council)	Cllr Banks	1 representative Term : 1 year. Comprises 8 County Councillors and 6 District Councillors who take on the role of scrutinising the local NHS and be consulted with by the NHS on any proposed substantial changes to local health services. <u>Advised must be a member of Redditch Borough Council’s Overview and Scrutiny Committee.</u> Liability issues to be determined but <u>unlikely to be an issue.</u>	Cllr Quinney – subject to further discussions with the County Council – OR Cllr S Chalk
Highways Forum (Worcestershire County Council)	Cllrs Anderson and Vickery	Up to 2 Representatives (Must be Councillors) Term: To our AGM Role is that of non-voting observers only. No liability issues identified.	Cllrs Hill and Mason

Annual Meeting of the Council

APPENDIX B

23rd May 2011

<p>Joint Members and Officers Integrated Transportation Forum (Worcestershire County Council)</p>	<p>Cllr Pearce</p>	<p>1 Councillor Representative Term: 1 year. Liability issues to be determined but <u>unlikely to be an issue.</u></p>	<p>Cllr Pearce Awaiting info from County on status.</p>
<p>Local Access Forum (Worcestershire County Council)</p>	<p>(Membership to comprise 1 County Council Member; one Member drawn from North District Councils = Bromsgrove, Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon.</p>	<p>1 nomination for further election (must be a Councillor) Term : 1 year (<u>Note</u>: Would be beneficial if the representative had a keen interest in countryside access and recreation issues.) <i>Redditch BC 2010/11</i> <i>Bromsgrove 2011/12</i> <i>Wyre Forest 2012/13</i> <i>Redditch BC 2013/14</i> Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></p>	<p>No RBC nomination required this year</p>
<p>Worcestershire Customer Strategic Board (Previously Worcestershire Hub Board) (RBC Lead Officer – Amanda de Warr)</p>	<p>Cllr Braley and Vickery</p>	<p><u>1 Nomination only</u> (must be a Councillor – suggested relevant Portfolio Holder with remit for Customer Services) Term: 1 year to AGM 2012 Normally <u>Daytime</u> meetings at County Hall. Remit for new board now wider – customer services, Worcestershire Hub, self services & customer payments No information on issues of liability available but unlikely to be any)</p>	<p>Cllr Braley</p>

Annual Meeting of the Council

APPENDIX B

23rd May 2011

b) Other / Local Bodies

Body	20010/11 Representative(s)	Notes / Terms	APPOINTEES
Worcestershire Care & Repair Performance Board (Previously North Worcestershire Care and Repair Agency Advisory Board)	Cllr B Clayton	1 RBC Representative (elected) Until next RBC Annual Meeting. (Normally to be Housing Portfolio Holder) Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u>	Cllr B Clayton Seeking further info as to whether terms of appointment have changed in any way.
Redditch Children's Centres Advisory Board (Contact Officer: Judith Willis)	Cllr S Chalk	1 Representative (must be a Councillor) Term : 1 year (see below) Draft Terms of Reference (still to be advised if agreed) are available on request. Informally advised that there are unlikely to be any liability issues for members of the Advisory Board.	Cllr S Chalk
Redditch Community Safety Partnership (Lead Officer – A Heighway)	Cllrs Brunner and Fry	2 Representatives (must be Councillors – normally including the relevant Portfolio Holder) Term : 1 year No liability issues identified.	Cllrs Brunner and Blake
Town Centre Partnership (Lead Officer – Lyndsey Hadley)	Cllrs A Clayton, Fry, Gandy and Derek Taylor	4 Representatives (must be Councillors) Term : 1 year No liability issues identified.	Cllrs B Clayton, Hopkins, Blake + 1 vacancy (Constitutional requirements to be further checked)

Annual Meeting of the Council

APPENDIX B

23rd May 2011

<p>Waste Management Board</p> <p>(Previously Waste Management Forum)</p> <p>(Lead Officer – Guy Revans)</p>	<p>Cllr B Clayton (substitute Cllr Fry)</p>	<p>1 representative + 1 substitute (Representative must be a Councillor and relevant Portfolio Holder.</p> <p>Term : 1 year</p> <p><u>Note</u>: Meets Friday <u>mornings</u> - 4 times per year</p> <p>No liability issues identified.</p>	<p>Cllr B Clayton (substitute Cllr Fry)</p> <p>New Board – terms as previous for Forum.</p>
<p>Local Strategic Partnership</p>	<p>Leader, Deputy Leader and Leader of the Opposition)</p> <p>Cllrs Gandy, Braley and Hartnett (or his substitute Cllr Vickery)</p>	<p>3 Member Representatives Leader, Deputy Leader and Leader of the Opposition (ex officio)</p> <p>Term : 1 year</p> <p>No liability issues identified.</p>	<p>Cllrs Gandy and Braley Cllr Hartnett (or his substitute Cllr Blake)</p> <p>(Request for papers to be also sent to substitute)</p>

Annual Meeting of the Council

APPENDIX B

23rd May 2011

SECTION 3 : OUTSIDE BODIES – GENERAL

Body	2010/11 Representative(s)	Notes / Terms	APPOINTEES
Age Concern Redditch and District Board	Cllr Quinney *CX authorised to appoint Officer representative.	1 Councillor (plus 1 Officer *) Term : 1 year Liability still to be determined. Advised in 2008 that Age Concern is a Ltd company and an official rep. from the Council cannot be a full Trustee / Director. Representation is therefore that of a co-opted non-voting Board Member.	Cllr Quinney
Court of the University of Birmingham	Colin MacMillan to AGM 2011	1 Representative (Need not be a Councillor) Term: 5 years Role of Court is largely consultative in nature only with no direct decision making authority. No liabilities have been identified.	Cllr M Chalk Appointment requested.
Feckenham Education Endowment (Blue Coat School)	Mr A Price to AGM 2013	1 Representative (Need not be a Councillor) Term: 4 years to AGM 2013 No specific information on nature of representation or liabilities but letter confirming limited annual funds available for donation and capital invested with the Charities Commission. Regular financial advice taken and auditing of accounts.	Mr A Price No nomination required this year unless the Council wishes to review.
Federation of Burial and Cremation Authorities (FBCA) – Executive Committee	Cllr M Chalk	1 nomination (must be a Councillor) (Nominations have to be put to their AGM for consideration.) Term : 3 years No liability issues identified.	Cllr B Clayton

Annual Meeting of the Council

APPENDIX B

23rd May 2011

Health and Safety Committee	Cllr A Clayton	1 Member representative (To reflect new corporate Health and Safety Requirements.) Term: 1 year to AGM An internal RBC Officer meeting with Member representation / <u>daytime</u> meetings. No liability issues.	Cllr A Clayton
Redditch Access for Disabled Group	Cllrs A Clayton and Fry	2 Representatives (Must be Councillors) Term : 1 year Advised advisory and representative only, no decision-making role. No liability issues identified.	Cllrs A Clayton And Mason
Redditch Arts Council	Cllrs Brazier, Hopkins and W King	3 Representatives (Must be Councillors) Term : 1 year No liabilities identified / unlikely to be any liabilities.	Cllr Brazier, Quinney and Stephens
Redditch One World Link Executive Committee	Cllr Quinney Mrs D Dudley	4 Representatives (2 Councillors, 1 Council Officer and 1 non-elected representative) Nominations should not include the Mayor who is a Member ex-officio*. Term : 1 year Liability appears to be limited, provided there are no breaches of duty or trust.	Cllr Quinney Mr Neal Stote
Redditch Play Council	Cllr Quinney Mrs D Dudley	6 Representatives (4 elected and 2 non-elected Representatives) Term : 1 year To represent the Borough Council. (Further advicer required pre-appointment.)	Cllr Quinney No (Labour) nominations at this stage

Annual Meeting of the Council

APPENDIX B

23rd May 2011

<p>Redditch Trade Justice Network (links with Redditch One World Link (ROWL))</p>	<p>Cllrs Quinney and Debbie Taylor</p>	<p>1 representative / group of Members (no limit imposed). Term: 1 year. (Nominee(s) should have an interest in Fair Trade and be willing to work to further the aims and objectives of a Fair Trade Town.) Details of the Goals for a Fair Trade Town available on request. Details on nature of representation and liability issues still to be determined.</p>	<p>Cllrs Quinney and Debbie Taylor</p>
<p>Relate (Worcestershire)</p>	<p>Cllr A Clayton</p>	<p>1 Representative Term: 1 year to AGM Role of representation / any issues of liability still to be identified.</p>	<p>Cllr A Clayton</p>
<p>Reserve Forces and Cadet Association (RFCA) (formerly known as TAVR)</p>	<p>Cllr Hall</p>	<p>1 representative (Must be a Councillor) Term: 1 year No known liabilities – all matters of finance and liability dealt with via other RFCA Committees on which Council representative would play no part.</p>	<p>Cllr Hall</p>
<p>St Stephen's Church, Redditch Project Group (Lead Officer – Lyndsey Hadley)</p>	<p>Cllr Derek Taylor</p>	<p>1 Member Representative (Must be a Councillor) Term: not specified by Group but suggest AGM to AGM Day time meetings. Full nature of role and issues of liability to be determined. Advised in 2010 the Group was seeking legal advice regarding measures to indemnify Project Group members. No update received to date.</p>	<p>Cllr Brazier</p>

Annual Meeting of the Council

APPENDIX B

23rd May 2011

<p>Eadie Mews Trust (Formerly known as the Smallwood Almshouses Trust)</p>	<p>Cllr Fry (to AGM 2013)</p>	<p>1 Nomination (must be a Councillor). Term: 4 years (or to each AGM if preferred) Nature of representation: to represent the Borough Council but note Trustee status. No indemnity referred to. Liabilities of Trustees therefore presumed to be governed by Charities legislation.</p>	<p>Cllr Fry No nomination required this year unless Council wishes to review.</p>
<p>Tardebigge Relief in Need and Sickness Charity</p>	<p>Cllr M Chalk (to AGM 2011) Cllr Norton (to AGM 2013)</p>	<p>(2 Representatives - (Must be Councillors) Term : 4 years. (or to each AGM if preferred) The Charity is governed in accordance with the Charity Commission Scheme and strict rules apply.</p>	<p>Cllr M Chalk 1 representative only this year unless Council wishes to review.</p>
<p>Traffic Penalty Tribunal (Civil Parking Enforcement)</p>	<p>Cllr Braley (Deputy – Cllr Cookson)</p>	<p>1 Representative plus 1 Deputy (must be Councillors) Term: AGM to AGM No liabilities identified / unlikely to be any liabilities.</p>	<p>Cllr Braley (Deputy - Cllr Fry)</p>
<p>Where Next Association</p>	<p>Cllr Hill</p>	<p>1 Representative (must be a Councillor) Term : 1 year to Council's AGM Nature of representation: to represent the Borough Council. Liability appears to be limited.</p>	<p>Cllr Hill</p>
<p>Worcestershire Racial Equality Council</p>	<p>Cllrs Griffin and Shurmer</p>	<p>2 Representatives (need not be Councillors) Term : 1 year. Nomination to be put forward to Annual Meeting of the WREC. Nature of representation: to represent the Borough Council. Liability appears limited to £1.</p>	<p>Cllrs Griffin and Shurmer (Officers to check whether the requirement still exists)</p>

Annual Meeting of the Council

APPENDIX B

23rd May 2011

SECTION 4: REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES

The organisations listed below have requested Council nominations * primarily to represent, and act on behalf of, the organisation concerned, rather than the Council.

* The "Appointment" is made by the organisation itself, not by the Council.

Body	2010/11 Representative(s)	Notes / Terms	NOMINEES
Redditch CAB (Citizens' Advice Bureau) Management Committee	No nominations 2010/11.	3 Nominations (2 elected and 1 non-elected Representative) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Issues of liability. There is a financial liability if the Trustee Board is shown to have acted negligently.	No nominations 2011/12.
Redditch Co-operative Homes	Cllrs Chance, Griffin, Hartnett and Hill [The Council has agreed that ideally representation will be proportional: 5= 3+2 OR 2+2+1]	5 Nominations (must be Councillors) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Liability appears appear to be limited providing there are no breaches of duty or trust.	Cllrs Chance, Griffin, Hartnett and Hill + 1 VACANCY

Annual Meeting of the Council

APPENDIX B

23rd May 2011

NOTES:

- 1) This list does not include all Council appointments to outside bodies, since some are made at other times during the year, or less frequently than once per year.
- 2) Nominations marked “Not required” because current memberships are mid-term, may still be reviewed if the Council wishes, and may clearly need to be reviewed where Council membership has changed.
- 3) The Council has delegated authority to the Chief Executive to make Officer appointments as appropriate; and to fill Member vacancies, in consultation with Party Group Leaders, where the Council has agreed which party(ies) is/are due which places.
- 5) This list does not contain reference to places on those bodies which are occupied by the Mayor by virtue of his/her official capacity, namely:-

Twinning Bodies:

Redditch One World Link (ROWL - Mtwara Twinning) – President

Friends of Auxerre (FoA) – President

Friends of Gruchet-le-Valasse (FrOG) – President.



Executive Committee

12th April 2011

MINUTES

Present:

Councillor Carole Gandy (Chair) and Councillors Juliet Brunner, Brandon Clayton, Malcolm Hall, Gay Hopkins and Jinny Pearce

Also Present:

Councillors Bill Hartnett, Robin King, Brenda Quinney and Derek Taylor and Mr Graham Vickery

Officers:

J Bayley, H Bennett, M Bough, R Cooke, C Felton, L Hadley, M Hanwell and J Pickering and S Skinner

Committee Services Officer:

I Westmore

206. APOLOGIES

Apologies for absence were received on behalf of Councillors Michael Braley, Greg Chance and Debbie Taylor.

207. DECLARATIONS OF INTEREST

There were no declarations of interest.

208. LEADER'S ANNOUNCEMENTS

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

Constitution – Review 2011.

209. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 15th March 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

210. PROMOTING REDDITCH TASK AND FINISH GROUP - FINAL REPORT

The final report of the Promoting Redditch Task and Finish Group was presented to the Committee by members of the Group, the Chair, ex-Councillor Graham Vickery and Councillors Brenda Quinney and Derek Taylor.

The report had been produced out of a consensus amongst Members that the town might more effectively be promoted and a sense of pride inculcated into local residents and businesses. It was noted that the review and report had identified three areas upon which the Council and its partners should focus their energy, these being the development of business within the town, the development of services for business visitors and the development of leisure tourism.

It was acknowledged by the Group that, whereas a number of the recommendations contained within the report might be implemented in the short term, other recommendations were linked to longer term aspirations for the future which the Committee was urged to endorse in principle. In detailing the background to the recommendations, the Group highlighted a number of more general points including the need for the Council to act as the support in these processes rather than as the leader and the lack of any substantial funding implications arising from the proposals.

Officers reported that the Chair of the Redditch Town Centre Partnership had clarified evidence that had been included in the report from her interview with the Group. In particular, she wished members to note that the town's industrial heritage could be used to promote Redditch, particularly when targeted at a specific audience and used creatively.

The Committee thanked the Group for a good, detailed report. It was noted that the views of many people and organisations had been sought and a number of proposals developed that were both interesting and worthwhile. Officers commented upon a number of the recommendations, endorsing much of what had come out of the review and identifying those areas where there was already work ongoing to address the issues which had been highlighted. In the area of leisure and arts it was particularly noted that the changes to the management structure for Cultural and Leisure Services would increase capacity and resilience and lead to increased focus on a number of issues which had been the subject of recommendations from the Group. Likewise, the Town Centre Partnership endorsed the contents of the report and was utilising the findings of the review to shape its activities going forward.

There was an acknowledgement that certain issues were more intractable and were outside of the power of the authority to directly influence. However, the efforts that were being made to achieve goals such as a more rounded shopping experience or a wider appeal in the night-time economy were recognised.

In responding to the comments of the Committee and Officers, the Group noted that one of their objectives had been to stimulate debate on these issues and, to that extent, the undertaking had been very worthwhile. The Committee was content to endorse the recommendations before it and consequently

RESOLVED that:

- 1a) leisure tourism marketing be targeted at families of all cultures within Redditch and a radius of 20 miles, highlighting the attractions of the Arrow Valley Lake and Countryside Centre and the shopping opportunities;**
- 1b) business marketing should promote Redditch's strategic and rural location, being vibrant and modern using strap lines which reflect these images;**
- 2) a significant festival and events programme be developed and marketed cohesively to raise the profile of the town in the region;**
- 3) promotional material be developed in partnerships and through Redditch Matters;**
- 4) the Palace Theatre, Forge Mill Needle Museum, Bordesley Abbey Visitor Centre and a public arts programme be developed with increased management resource to provide increased audiences, more events and significant installations;**
- 5) the Redditch Town Centre Partnership should work to create a more rounded shopping experience in the Kingfisher Shopping Centre and Church Green, with event based programmes to refresh the offer and a cohesive marketing strategy incorporating recognisable branding, key qualities and identifiers;**
- 6) Redditch market be developed to provide again a substantial marketing strategy for the town centre and develop opportunities for new entrepreneurs;**

- 7) **the Council ensure that business promotion receives appropriate investment and provide an information resource fit for purpose;**
- 8) **the new North Worcestershire Economic Development Service and Strategy should recognise the importance of tourism to the local economy and ensure that adequate resources are allocated to the promotion of tourism in the area;**
- 9) **the need for the promotion of Redditch hotels as a business resource, not necessarily by the Council, should be recognised;**
- 10) **consideration be given to devising a Visitor Ambassador Scheme;**
- 11) **the Council endorse the Redditch Advertiser's proposal to introduce a Redditch Community Awards programme and work with the newspaper and other partners to deliver the scheme;**
- 12) **the Council ensure that deficiencies in road signage are addressed: location naming, systemic effectiveness and physical cleanliness;**
- 13) **the Council actively seek to establish promotion partnerships and ensure that commercial interests have a full and effective voice; and**
- 14) **the Council ensure that electronic promotion tools are constantly developed and exploited to the full. This should include introducing a virtual business centre and consistent provision of card payment facilities both online, in promotional materials and at all venues.**

211. WORCESTERSHIRE HOUSING STRATEGY 2011 - 2016

The Committee considered a report which set out a Countywide Housing Strategy for Worcestershire for the next five years.

It was noted that the housing market did not respect local authority boundaries and that, increasingly, strategic housing functions were carried out with numbers of partners, both other local authorities and statutory and voluntary sector agencies. This was one of the drivers behind a move from District Housing Strategies to a Countywide approach.

Members particularly drew a number of details from the Strategy which brought to attention the good work that had been undertaken over a number of years to maintain the Council's housing stock. These included the Council's achievements in meeting the Decent Homes standards and the low levels of disrepair in the Council's housing stock.

RECOMMENDED that

the Countywide Housing Strategy and action plan attached at Appendix 1 to the report be approved.

212. WORCESTERSHIRE LOCAL INVESTMENT PLAN AND AFFORDABLE HOMES PROGRAMME FRAMEWORK

Members received a report which firstly set out a Local Investment Plan (LIP) for the county that had been developed by Worcestershire local authorities and other key partners and which set out shared priorities for housing, regeneration, economic development and supporting infrastructure and also summarised a range of proposed reforms to the means by which social housing was delivered.

It was noted that one outcome of the new Affordable Housing Programme Framework might be an increase in the numbers of people seeking to secure social rented property from the Council and a consequent increase in the number of people on the Council's waiting list.

RECOMMENDED that

- 1) the Worcestershire Local Investment Plan be endorsed; and**

RESOLVED that

- 2) the range of proposed reforms to the delivery of affordable housing and the summary of the key elements of the Homes and Communities Agency's new Affordable Housing Delivery Framework be noted.**

213. CONSTITUTION - REVIEW 2011

Officers updated the Committee on changes that had been proposed to the Council's Constitutional documents. The biggest single change was in the overall structure of the Constitutional documents, with a move towards a format that would be easier for Members and Officers to use. It was noted that the proposed changes had been the subject of a number of informal meetings

with key Members, with the most significant issues being reported back to the Groups as appropriate.

The main issues that were raised were as follows:

Part 2, Paragraph 6.2 – there was discussion as to whether the Chair and Vice Chair of the Overview and Scrutiny Committee should be EITHER not from the controlling group OR from the opposition group;

Part 2, Paragraph 8.4 – there was discussion as to whether the qualifications for sitting on Regulatory and other Committees were appropriate;

Part 3, Table 2, page 2 – it was suggested that the special provisions as to the Chair be amended to make it mandatory rather than desirable that this be an “Opposition” Member. **Members agreed that this change be recommended for incorporation into the final document;**

Part 4, Paragraph 9.5 – it was highlighted by Officers that these provisions (Questions which may not be asked) were designed to avoid the debate of issues that were not relevant to the Council; and

Part 6, Paragraph 5 – it was noted that the Leader of the Opposition was not referred to in the Urgent Decisions provisions. **Members agreed that this change, with the Leader of the Opposition being consulted, be recommended for incorporation into the final document.**

From a more general perspective, there was concern that local residents had little knowledge or understanding of the Council’s Constitutional arrangements, despite the inclusion of a section in Part 2 on Citizens and the Council.

RESOLVED that

subject to Members’ comments, above, and subsequent adjustments, the draft document be noted.

214. MEMBER DEVELOPMENT STEERING GROUP, 31ST MARCH 2011 - REFERRALS

The Committee considered a number of recommendations that had arisen out of recent meetings of the Member Development Steering Group. Members required a degree of clarification as to the practical implications of the different options that were being made available in respect of Councillors’ ICT provision. The main issue

was around the extent to which the individual Councillor might rely on the use of their own ICT equipment and the corresponding level of technical support to which they might then be entitled.

The budget which had been set aside for Members ICT was discussed in the context of the present financial situation. The point was made that the budget set aside for this purpose represented a worst case scenario and the actual draw on the funds was expected to be considerably lower as many Members would choose to use either some or all of their own equipment. The provision of Blackberries to key Members was defended in that they would significantly improve the ability of Councillors to conduct their business at relatively little cost, thus contributing to the effective management of the Council.

In respect of the Member Development Programme, the need to make certain aspects of the training mandatory was considered. Whilst it was acknowledged that all Members could not make all training events, it was made clear that alternative arrangements could be made in such instances. Furthermore, it was argued that the taking on of the role of Councillor implied a certain amount of responsibility, including the need to ensure that one was in a position to carry out the role to the best of one's ability, including through the acceptance of training opportunities.

Members noted the proposed changes to the social networking arrangements.

Member Development Programme 2011/12

RESOLVED that

- 1) subject to clarification from Officers on the inclusion of the Crime and Disorder Scrutiny Panel amongst those bodies for which compulsory training was required, the programme be endorsed;**

Members' ICT Facilities – Policy

RECOMMENDED that

- 2) the policy, as attached to the report, be adopted and the proposals it contains be implemented for the municipal year 2011/12; and**

Social Networking

RESOLVED that

3) this change of position be noted.

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

There were no minutes or referrals under this item.

216. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meetings of the Overview and Scrutiny Committee held on 2nd and 23rd March 2011. There were no outstanding recommendations for consideration at the meeting.

RESOLVED that

the minutes of the meetings of the Overview and Scrutiny Committee held on 2nd and 23rd March 2011 be received and noted.

217. ADVISORY PANELS - UPDATE REPORT

RESOLVED that

the report be noted.

218. ACTION MONITORING

RESOLVED that

the report be noted.

The Meeting commenced at 7.00pm
and closed at 9.35pm

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Chair



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MINUTES

Audit & Governance

Committee

18th April 2011

Present:

Councillor Bill Hartnett (Chair), Councillor Robin King (Vice-Chair) and Councillors Peter Anderson, Michael Braley, Andrew Brazier and Malcolm Hall

Also Present:

David Evans (Audit Commission)

Officers:

A Bromage (Worcestershire Internal Audit Shared Service Manager), B Haycock, S Morgan, T Kristunas, S Morgan and J Pickering

Committee Services Officer:

D Sunman

The Committee noted that Bob Haycock, Internal Audit Manager, would be retiring at the end of May 2011.

Members thanked Mr Haycock for his loyal service to Redditch Borough Council and wished him well for his retirement

34. APOLOGIES

The Committee noted that Bob Haycock, Internal Audit Manager, would be retiring at the end of May 2011.

Members thanked Mr Haycock for his loyal service to Redditch Borough Council and wished him well for his retirement

There were no apologies for absence.

35. DECLARATIONS OF INTEREST

There were no declarations of interest.

36. MINUTES

Members were advised that in respect of Minute Item 32 (Treasury Management Strategy) the wording attached to the agenda was

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Chair

Audit & Governance

Committee

18th April 2011

incorrect in that the item was not resolved but, rather the matter was recommended to Council on 7th February where it was agreed.

The version forwarded to Council in February and that to be signed this evening by the Chair as a proper record both contain the correct wording (as set out below).

'RECOMMENDED that

subject to the comments in the preamble, above, the Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision Policy for 2011/12 be approved.'

RESOLVED that

the minutes of the meeting of the Committee held on 24th January 2011, as amended, be confirmed as a correct record and signed by the Chair.

37. EXTERNAL AUDIT - CERTIFICATION OF GRANTS 2009/10

The Committee received and considered the annual Certification of Claims and Returns report 2009/10 as prepared by the Council's external auditors.

Members were informed that a significant amount, over £25 million, of the Council's annual income is received in grants from central government departments. The grant-paying departments attach conditions to the grants and the Council must evidence that the conditions have been met otherwise the funding could be at risk.

In 2009/10 the external auditors certified 6 claims and carried out a limited review of 5 of these and a full review of 1 claim. Qualification letters were issued for 2 claims.

The fees charged by the external auditors for the grant certification work amounted to £49,200.

RESOLVED that

- 1) the report be approved;**
- 2) the Worcestershire Internal Audit Shared Service Manager raise the issue of the fees charged for grant certification work at other Audit Committees in the county; and**

Audit & Governance

Committee

18th April 2011

RECOMMENDED that

- 3) **full Council make representations to central government regarding the high fees charged for this work.**

38. EXTERNAL AUDIT - AUDIT PLAN 2010/11

The Committee received and considered the Audit Plan, as prepared by the Council's external auditors, which set out the work that had been proposed for the audit of financial statements and the value for money conclusion 2010/11.

Members were informed that a risk based approach would be used in the audit of accounts and would include:

- identifying the business risks facing the Council, including an assessment of internal risk management arrangements;
- considering the financial performance of the Council;
- assessing internal control – including a review of the control environment; the IT control environment and Internal Audit; and
- assessing the risk of material misstatement arising from activities and controls within the Council information systems.

Two additional specific risks had been identified for inclusion in the audit:

- implementation of International Financial Reporting Standards, which would affect the accounting policies of the Council; and
- the continuing shared services programme resulting in increased joint services.

The Value for Money (VFM) conclusion would be based on the Council's arrangements to secure economy, efficiency and effectiveness. A specific VFM risk had been identified for the Council about the pressure on its finances whilst implementing a substantial shared services and transformation programme.

The Council would be required to prepare financial statements by 30th June 2011. The external auditors would be required to complete the audit and issue the opinion and VFM conclusion by 30th September 2011.

Audit & Governance

Committee

18th April 2011

Members were informed that there had been a reduction in the fee for the 2010/11, £125,842 compared to the fee for the previous year.

RESOLVED

that the report be noted.

39. INTERNAL AUDIT - ANNUAL AUDIT PLAN 2011/12

The Committee received and considered a report outlining the programme of work for Internal Audit at Redditch Borough Council for 2011/12.

Members were informed that the plan had been based on a risk assessment of the services provided by the Council, the requirement to provide assurance on all the Council's key financial systems and the audit resources available to undertake the plan of work.

Officers reported that the success of the Internal Audit Shared Service completing the programme would be determined by a set of Key Performance Indicators (KPIs), which would be reported quarterly to the Audit & Governance Committee.

Members suggested that it might be useful to add an additional KPI to monitor and follow up actions identified in audits.

RESOLVED that

- 1) the Internal Audit Operational Plan for 2011/12, attached at Appendix A of the report, be approved;**
- 2) the Internal Audit Shared Service's set of Key Performance Indicators, attached at Appendix B to the report, be approved.**

40. INTERNAL AUDIT - OUT-TURN STATEMENT FOR THE PERIOD 1ST APRIL 2010 TO 28TH FEBRUARY 2011

Officers provided an update on progress of the internal audit team against the revised programme of planned work for 2010/11.

Members were informed that the out-turn figures as at 28th February 2011 indicated that the revised plan of audit work for 2010/11 would be substantially completed by 31st March 2011 with the exception of follow up work on recommendations from previous audit reports.

Audit & Governance

Committee

18th April 2011

RESOLVED that

the report be noted.

41. INTERNAL AUDIT - PROGRESS REPORT

The Committee considered an update to Members regarding audits completed in the period November 2010 to 28th February 2011.

Members expressed concern at the lack of updates from Heads of Service regarding outstanding actions on key recommendations identified in internal audit reports. The Head of Finance and Resources was asked to provide a report on the options for the Market Service Income Recording System and an update on the Stores Audit to the next meeting of this Committee.

RESOLVED that

- 1) the report be noted;**
- 2) 'Future Audit Reporting Arrangements' be added as a topic to the Member Development Programme;**
- 3) a report on the Market Service Income Recording System and an update on the Stores Audit be prepared for the next meeting; and**

RECOMMENDED that

- 4) Heads of Service be reminded of the importance of timely update reports being made to the Audit & Governance Committee on outstanding key recommendations from internal audit reports.**

42. INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) UPDATE AND DRAFT ACCOUNTING STANDARDS

The Committee received and considered a report on the progress of implementing the new International Financial Reporting Standards (IFRS) and requesting approval for the proposed draft Accounting Standards as attached at Appendix A of the report.

Officers had identified the following changes:

Audit & Governance

Committee

18th April 2011

Significant differences	Some differences	No significant differences
Fixed assets	Related Party Disclosures	Stocks
Leases	Impairments	Provisions
Employee benefits	Intangible assets	Financial instruments
Accounting for government grants	Investment properties	
Format of Statements of Accounts	Disclosures generally	
	Definition of cash	

Members were informed that accounting statements would be presented differently. The new statements and their old equivalents were reported as follows:

<u>Old</u>	<u>New</u>
Statement of Movement in GF Balances	Movement in Reserves Statement
Income and Expenditure Account & + Statement of Recognised Gains and losses	Comprehensive Income Expenditure Account
Balance Sheet	Balance Sheet
Cash Flow Statement	Cash Flow Statement
Notes to Accounts	Notes to Accounts

RESOLVED that

- 1) the current position with regard to the implementation of IFRS be noted;
- 2) the draft Accounting Standards be approved;
- 3) the new IFRS be added to the Member Development Programme to be run in conjunction with training recommended in Minute 41 above.

Audit & Governance

Committee

18th April 2011

43. REVIEW OF THE EFFECTIVENESS OF THE AUDIT AND GOVERNANCE COMMITTEE - CHAIR'S REPORT

The Chair gave his end of municipal year report on the Effectiveness of the Audit and Governance Committee.

Members were informed that the meeting of the Committee in June 2010 had considered the 2009/10 final accounts which were unqualified and had been presented within the deadline and met Audit Commission requirements. He reported that the legislation on presenting the accounts for 2010/11 to a Member Committee had changed and the accounts would be formally presented after the external auditors had completed all of their work and assessment of the Accounts, this would be in September not June. The S151 Officer would be required to sign off the Accounts in June.

Members were informed that the Worcestershire Internal Audit Shared Service arrangement commenced in June 2010. There had been no real impact of change from this arrangement until the Worcestershire Internal Audit Shared Service Manager started in November 2010 and had outlined her proposals on saving the Council 25% of costs. However, she had assured the Committee that the internal control arrangements would be as robust as previously but teams would work in a more streamlined way using electronic reporting and focusing on those areas which might result in a higher risk to the Council.

The Committee had reviewed a considerable number of Audit report recommendations and had noted that the Officers across the Council had aimed to action these recommendations within a reasonable time to minimise any risk to the Council.

The Audit Commission had been invited and attended all meetings of the Committee in order to develop a good working relationship and have presented a number of reports advising Members on how the financial and internal control arrangements are being effectively delivered at the Council.

RESOLVED that

the report be noted.

Audit & Governance

Committee

18th April 2011

44. COMMITTEE WORK PROGRAMME 2010/12

Members considered the Audit & Governance Committee's Work Programme, 2010/12.

RESOLVED that

- 1) the report be noted;**
- 2) the meeting of the Committee scheduled for 20th June 2011 be cancelled; and**
- 3) 'Best Practice for Audit & Governance Committees' be added as a topic to the Member Development Programme with the speaker being invited from another authority to give an insight into the operation of their Audit & Governance Committee.**

The Meeting commenced at 7.00pm
and closed at 8.56pm

.....
Chair



Planning Committee

29th March 2011

MINUTES

Present:

Councillor Michael Chalk (Chair), and Councillors Peter Anderson, Brandon Clayton, Adam Griffin (substituting for Councillor Kath Banks), Bill Hartnett, Malcolm Hall (substituting for Councillor Nigel Hicks), Roger Hill, Robin King and Wanda King

Also Present:

M Collins (as a Standards Committee observer)

Officers:

R Bamford, S Edden, A Hussain, A Rutt and S Skinner

Committee Services Officer:

J Smyth

81. APOLOGIES

Apologies for absence were received on behalf of Councillors Kath Banks and Nigel Hicks.

82. DECLARATIONS OF INTEREST

Councillor Gay Hopkins (in the public gallery) declared a personal and prejudicial interest in the Application for Prior Approval 2011/030/GDO (Verge east of Claybrook Drive) as detailed in minute 85 below.

83. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 1st March 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

**84. PLANNING APPLICATION 2011/019/FUL –
LAND AT FORMER MAYFIELD WORKS,
THE MAYFIELDS, REDDITCH**

Residential Development of 23 apartments
and associated landscaping

Applicant: Mr A Coupe

Mr P Hemmingway, Objector, and Mr G Pavey, Agent for the landowner, addressed the Committee under the Council's public speaking rules.

RESOLVED that

consideration of this Planning Application be DEFERRED to allow for Officers to provide further information relating to proposed terms of the Section 106 Agreement, particularly in respect of addressing the shortfall provision of social housing in the future and an explanation of the financial structure provided by the Applicant on the economic non-viability of providing the required number of units for social housing in line with national policies.

**85. APPLICATION FOR PRIOR APPROVAL 2011/030/GDO –
VERGE EAST OF CLAYBROOK DRIVE, REDDITCH**

Erection of a 15m monopole, equipment cabinet
and ancillary apparatus

Applicant: Vodafone UK Limited and Telefonica 02 UK Ltd

The following people addressed the Committee under the Council's public speaking rules:

Mrs A Hemming - objector

Mrs Whitehouse – objector

Mrs P Thomas – objector

Councillor Juliet Brunner (Ward Councillor objecting on behalf of various residents).

RESOLVED that

having regard to the Development Plan and to all other material considerations, Prior Approval of the Local Planning Authority be REFUSED for the following reason:

“The siting of the proposed installation would be in close proximity to a significant number of residential properties such that it would be likely to have an adverse effect on their

amenity and outlook, as well as having the potential to give rise to the fear of negative health effects. As such, the proposal is considered to be contrary to PPG8 and Policy B(BE)13 of the Borough of Redditch Local Plan No.3.”

(This decision was taken contrary to Officer recommendation for the reason stated above.)

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillor Gay Hopkins (in the public gallery) declared a personal and prejudicial interest as she lived near to the proposed site location, and withdrew from the meeting at the conclusion of public speaking and questions of Officers but prior to the Committee’s debate on the matter.)

**86. PLANNING APPLICATION 2011/041/FUL –
137 TO 139 EVESHAM ROAD, HEADLESS CROSS**

Change of use of ground floor Nos. 137-139 Evesham Road
from A1 (Retail) to A3/A5
(Restaurant and Hot Food Takeaway Use),
new shop front and ground floor rear extension

Applicant: Mr L N Theodorou

Mr S Vick, on behalf of the Applicant and Agent, addressed the Committee under the Council’s public speaking rules.

RESOLVED that

Having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the following summarised conditions and informative:

- “1. Development to commence within three years.
2. Approved plans specified.
3. a scheme for the installation of odour control equipment to be submitted to and approved by the Local Authority in writing, prior to commencement of use.
4. Permitted hours of opening – 0900 to 2300 hrs Monday to Saturday.

Informative

1. Reason for approval. ”

(This decision was taken contrary to Officer recommendation as Members considered that, despite economic difficulties and competition from the nearby Tesco Store, the District Centre retained a large number of diverse retail outlets, public houses and restaurants which contributed to a lively and sustainable centre for public use and felt that, on balance, the change of use of the vacant units, to allow the current takeaway use to expand into a restaurant would not undermine or be detrimental to, the retail functions within the District Centre. Members were particularly pleased to note the proposed lunchtime opening which would, they considered, offer an additional benefit for visitors to the centre.

Officers were authorised to attach appropriate standard conditions to the Planning Permission, including a condition relating to evening and lunchtime opening times, in order to comply with relevant planning policies, as now detailed above.)

**87. VARIATION OF PLANNING OBLIGATIONS
(SECTION 106 AGREEMENT)**

The Committee considered a request for a variation to a Section 106 Agreement associated with the development of thirteen detached dwellings on land off Green Lane, Woodrow in 1997, in order to release other third parties from a requirement considered to be no longer appropriate in relation to the provision of a small area of open space.

Officers reported that the housing development was now fifteen years old and that the transfer of the land, which had been well maintained over the years by the residents, together with a sum of money towards its future maintenance, to Redditch Borough Council had been included in a Section 106 Agreement agreed at the time. It was noted however, that in line with current practices and given its size, the land would not normally now be transferred for maintenance and that Officers had advised that maintaining it would not be practical nor simple for the Council to undertake.

Officers clarified that, whilst approval of the variation would allow third parties to negotiate on ownership of the land, the requirement to maintain the land as open space in perpetuity would still be protected under the Section 106 Obligation and could not be built on or fenced in regardless of ownership.

RESOLVED that

the variation to the Section 106 Agreement, dated 14th August 1997 and made between:

- 1) **Brian Arthur Bennett**
- 2) **Frederick Stanley Bennett**

- 3) **David John Bennett**
- 4) **Wainhomes Midlands Ltd, and**
- 5) **Redditch Borough Council,**

regarding the open space obligations therein, be agreed, namely:

that the requirement for the transfer of land to Redditch Borough Council and the payment of a contribution towards its ongoing maintenance be deleted from the Section 106 Agreement, as it had, in practice, proven to be unnecessary and not required.

**88. APPEAL OUTCOME –
REAR OF 23 - 28 ETTINGLEY CLOSE AND
1,2,11 & 12 FERNWOOD CLOSE, WIREHILL**

The Committee received and considered an item of information in relation to the outcome of an appeal against a refusal of planning permission, namely:

Planning Application 2010/1-3/COU
Change of use of vacant land to
residential gardens (part retrospective)

Members noted that the appeal against the Council's decision to refuse planning permission, on grounds relating to the proposal detracting from the visual openness of the designated Primarily Open Space and the likely impact on the nearby Site of Special Scientific Interest (SSSI) and woodland edge habitat and surroundings, had been DISMISSED by the Inspector.

It was further reported that the Council's Enforcement procedures, previously delegated to Officers by the Committee but held in abeyance pending the outcome of the appeal process, had been re-opened. It was noted that relevant residents had until mid-April to rectify the breaches of planning control and that Officers would be monitoring the situation closely.

RESOLVED that

the item of information be noted.

The Meeting commenced at 7.00 pm
and closed at 8.47 pm

.....
CHAIR



Planning Committee

27th April 2011

MINUTES

Present:

Councillor Michael Chalk (Chair), Councillor Nigel Hicks (Vice-Chair) and Councillors Peter Anderson, Kath Banks, Michael Braley (substituting for Councillor Brandon Clayton), Bill Hartnett, Roger Hill, Robin King and Wanda King

Also Present:

A delegation of residents from the Brockhill area was also present in the public gallery from the commencement of the meeting until the conclusion of the first Planning Application.

Officers:

R Bamford, S Edden, C Flanagan, A Rutt and S Skinner

Committee Services Officer:

J Smyth

89. APOLOGIES

An apology for absence was received on behalf of Councillor Brandon Clayton.

90. DECLARATIONS OF INTEREST

There were no declarations of interest.

91. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 29th March 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

**92. PLANNING APPLICATION 2011/019/FUL –
LAND AT FORMER MAYFIELDS WORKS, THE MAYFIELDS**

Residential development of 23 apartments
and associated landscaping

Applicant: Mr A Coupe

Mr R Ranford, Agent for the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

- 1. 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) a planning obligation ensuring that the five units are for the provision of social housing in perpetuity; that the County Council is paid appropriate contributions in relation to the provision of education facilities in the locality; that the Council is paid appropriate contributions in relation to the development for pitches, play areas and open space provision in the locality to be provided and maintained; and any future minor changes required to the content be carried out as necessary by Officers; and**
 - b) conditions and informatives as summarised below:**

“Conditions

- 1. Time limit for commencement of development**
- 2. Materials to be agreed and implemented**
- 3. Landscaping details to be agreed and implemented**
- 4. Boundary treatments to be agreed and implemented (including retention of existing)**
- 5. Refuse compound details to be agreed and implemented prior to occupation**
- 6. Hard surfacing details to be porous and agreed**
- 7. Sustainable standard to be agreed and implemented**
- 8. As requested by Highways**
- 9. As requested by Environmental Health**
- 10. Secured by Design**

11. **Drainage details as requested by Severn Trent Water**
12. **Approved plans specified**

Informatives

1. **Reason for approval**
2. **As requested by Environmental Health**
3. **As requested by Highways**
4. **Secured by Design**
5. **As requested by Severn Trent Water”;**

and

2. a) **in the event that the planning obligation cannot be completed by 3rd June 2011, authority be delegated to the Head of Planning and Regeneration to refuse the application on the basis that, without the Planning Obligation the proposed development would be contrary to Policy and therefore unacceptable owing to the resultant detrimental impacts it could cause to community infrastructure by a lack of provision for their improvements, and that none of the dwellings could be restricted to use for affordable housing in line with current policy requirements; and**
- b) **in the event of a refusal on the grounds as stated in 2 a) above and the Applicant resubmitting the same or a very similar planning application with a completed legal agreement attached, authority be delegated to the Head of Planning and Regeneration to GRANT planning permission, subject to the conditions and informatives stated in 1 b) above.**

(Prior to discussing this matter, the Applicant’s Agent had clarified with the Chair that, confidential information submitted with the Planning Application, and issued to Members following their request at the previous Planning Committee meeting, in relation to the economic un-viability of providing the required social housing to meet Policy requirements, was no longer confidential and could be discussed in open session if Members wished to make reference to it.

In relation to the proposed date for completing the required Planning Obligation (5th May 2011), and having taken advice from Officers present, the Committee agreed that, in view of delays on

the part of the Council and further additional delays due to the extended Bank Holiday arrangements, the completion date for the planning obligation be changed to 3rd June 2011, as amended in Resolution 2 a) above, to allow the Applicant's Solicitors to finalise the necessary documentation.)

(Councillor Hicks, having missed the commencement of the Officer's report, withdrew and did not participate in discussions or vote on this particular Planning Application.)

**93. PLANNING APPLICATION 2011/059/FUL –
27 COMPTON CLOSE, SOUTHCREST**

Change of use from open space to private garden area
by enclosure with a two metre high timber fence

Applicant: Mr J Rudd

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informative as summarised in the main report.

**94. PLANNING APPLICATION 2011/060/FUL –
LAND BETWEEN 249 AND 253 AND REAR OF
253 TO 263 EVESHAM ROAD, HEADLESS CROSS**

Erection of one pair of semi-detached houses with car parking spaces

Applicant: Ms J Smith and Mr P Ryan

Ms C Whitby, Objector, and Mr H Gore, Agent for the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informatives summarised in the main report.

**95. PLANNING APPLICATION 2011/067/FUL –
1 OUTWOOD CLOSE, OAKENSHAW**

Part two-storey and part first floor extension

Applicant: Mr G Shaw

Mr Shaw, the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the conditions and informative summarised in the main report.

**96. PLANNING APPLICATION 2011/077/COU –
UNIT 8 NEW MEADOW ROAD, LAKESIDE INDUSTRIAL ESTATE**

Change of use from B2 (Industrial Use) to D2 (Leisure Use
Boxing and Fitness Club

Applicant: Mrs A O'Connor

Mrs A O'Connor, the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED, subject to the following conditions:

- 1. Development to commence within three years.**
- 2. Approved Plans specified.**
- 3. The development approved under the consent to be restricted to that of a boxing and fitness club only.**

(This decision was taken contrary to Officer recommendation in that whilst the Committee acknowledged Officers' reasons for recommending refusal, they were not convinced that the change of use would be harmful to the town's supply of employment land and that the business would generate a significant increase in vehicular trips and create parking issues. Members were, therefore, minded to approve the Application in view of the fact that there were already several units in the near vicinity being used for purposes other than non-industrial as well as being in close proximity to open space and

other leisure facilities, the empty unit could be put to good use and was, in Members' opinion, ideal for this type of venture. The facility could provide for employment opportunities in the future and add to the leisure facilities already available for the Town's residents.

Members further agreed that Officers should provide appropriate conditions including one that the D2 use should be restricted to Boxing and Fitness only. In addition, they specified that they saw no reason to impose any restriction on opening hours for this facility at this location.)

**97. APPEAL OUTCOME –
SPICE FUSION, 1207 EVESHAM ROAD, ASTWOOD BANK**

The Committee received an item of information in relation to the outcome of an appeal against a refusal of Planning Permission and an Enforcement Notice, namely:

Planning Application 2010/135/COU
Enforcement Notice 2009/229/ENF
Change of use of front section of bungalow
from residential to incorporate bar
and reception area (retrospective)

RESOLVED that

Members note that:

- 1) **the appeal against the Council's decision to refuse retrospective planning permission, on grounds that the change of use to the front of the building would have a harmful effect on the character and appearance of the street scene in a residential location and the use of the whole building for A3 purposes would be likely to result in additional harmful impacts, such as noise and disturbance on adjacent residential properties, had been ALLOWED, subject to conditions specified by the Inspector; and**
- 2) **the Enforcement Notice, served subsequent to refusal of the retrospective Planning Application, had been quashed.**

**98. APPEAL OUTCOME –
ASTWOOD BUSINESS PARK, ASTWOOD LANE,
ASTWOOD BANK**

The Committee received, without comment, information relating to the outcome of an appeal against a refusal of planning permission, namely:

Planning Application 2010/238/COU
Use of land for the display and sale
of motor vehicles (retrospective)

RESOLVED that

Members note that, the appeal against the Council's decision to refuse retrospective planning permission, taken by Officers under delegated powers, on grounds relating to inappropriate use in a rural area to the detriment of the rural character of the area and highway safety, had been DISMISSED and that Enforcement action was currently being undertaken.

**99. APPEAL OUTCOME –
1232 EVESHAM ROAD, ASTWOOD BANK**

The Committee received, without comment, information relating to the outcome of an appeal against a refusal of planning permission, namely:

Planning Application 2011/142/FUL
First floor rear extension and
replacement of hipped roof with new
gabled roof including dormer window

RESOLVED that

Members note that the appeal against the Council's decision to refuse planning permission, on grounds relating to the dominating and adverse effect the proposed alterations would have on the design, character and appearance of the dwelling, had been ALLOWED.

**100. REVIEW OF OPERATION OF THE PLANNING COMMITTEE -
MUNICIPAL YEAR 2010/11**

The Committee gave consideration to the operation of, and procedures undertaken, during its meeting held during the 2010/11 municipal year, including its public speaking arrangements. The following matters were raised:

a) Photographs

Members reiterated their request from the previous year, that Officers should provide more photographs of application sites, as appropriate, to assist the Committee's understanding of specific sites and applications.

The occasional, if appropriate, use of "Google Earth" and similar tools was also mentioned. It was acknowledged, however, that in the case of both of photographs and Google Earth, care needed to be taken to avoid any misleading or out of date impressions being created.

b) Knowledge of Sites

During discussion of site visits, Officers recommended that Members should always seek to informally acquaint themselves with application sites by one means or another. Decisions on the need or otherwise for more formal Site Visits would be decided in relation to relevant meetings of the Committee, as appropriate to each application.

c) Chair's Briefings

It was agreed that the Vice-Chair should have a standing invitation to attend the Chair's Briefing.

d) Members Procedural Briefings

There was general agreement that pre-meeting Procedural Briefings were sometimes useful for providing Members with specific procedural information relating to the Committee meetings themselves. It was suggested, however, that steps needed to be taken to avoid any risk the Committee might mistakenly be thought to be determining matters prior to the actual Committee meeting,

e) Public Speaking

No amendments were suggested to the current scheme.

f) Post-Meeting Reviews

It was agreed that a review of the conduct of Committee business was sometimes useful immediately after a meeting, as happened after Licensing Sub-Committee meetings.

RESOLVED that

the comments and issues raised by Members and Officers, and detailed in the preamble above, be noted and adopted by the Committee for its practical operation and procedures during the forthcoming municipal year 2011/12.

101. COUNCILLORS KATH BANKS AND NIGEL HICKS

On behalf of the Committee, the Chair formally thanked two members who would shortly be leaving the Committee as they were no standing for election at the forthcoming local Elections.

Councillor Banks, former Vice-chair of the Planning Committee was thanked for her contributions during her time as a Committee member.

Similarly, former Committee Chair and Vice-Chair, Councillor Hicks, was thanked for all of his work on the Committee over his terms of office.

RESOLVED that

the Committee endorse the Chair's sentiments in respect of Councillors Banks and Hicks, as detailed in the preamble above.

The Meeting commenced at 7.00 pm
and closed at 8.38 pm

.....
CHAIR



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STANDARDS

Committee

20th April 2011

MINUTES

Present:

Independent Members:

D Andrews (Chair)

M Collins (Vice-Chair)

B Warwick, Malcolm Hall, Derek Taylor and Antonia Pulsford

Feckenham Parish Councillor:

Antonia Pulsford

Officers:

C Flanagan and D Parker-Jones

Committee Officers:

I Westmore

19. APOLOGIES

Apologies for absence were received on behalf of Borough Councillors Anita Clayton and Andy Fry and Parish Councillor Louisa Venables.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 13th October 2010 be confirmed as a correct record and signed by the Chair.

22. CHANGES TO THE ETHICAL FRAMEWORK FOR MEMBERS - LOCALISM AGENDA

Members received a report which had initially been drafted for the consideration of the County Council and which had subsequently

.....
Chair

STANDARDS

Committee

20th April 2011

formed the basis of a discussion between County and District Council Monitoring Officers from across Worcestershire.

The report set out a number of matters which might require consideration in the light of the proposed changes to the Standards regime nationally. A key point that was brought to the attention of members of the Committee was the requirement to maintain high ethical standards without the statutory requirement for a Code of Conduct or a specific framework for maintaining such standards. Officers reported that the view County-wide amongst Monitoring Officers was to maintain a degree of consistency within Worcestershire, particularly given the numbers of individuals who were Members of more than one authority.

Other significant changes brought about by the proposals included a change to the status of any Independent Members who were thereafter appointed to local successor bodies to the statutory Standards Committees. In the future such Members would only be able to fulfil the role of non-voting co-opted members on any new decision-making body. The arrangements for Parish Councils would also change in that it was proposed that the District Monitoring Officer would no longer have responsibility for ethical conduct within Town or Parish Councils within their District boundaries.

The removal of the sanctions open to Standards Committees at the present time was highlighted as was the inability of Councils to re-introduce equivalent sanctions under any new general powers of competence introduced under the Localism Bill.

Members were somewhat concerned at the proposals contained within the Bill. There was general agreement that the existing regime was well-intentioned but unnecessarily rigid, prescriptive and burdensome in respect of timescales and resources. However, it was considered that the reasonable aspects of the regime were also being lost alongside those more onerous aspects. The Committee had a number of particular matters which they believed should be taken into account in the light of the removal of the existing regime, as follows:

- The adoption of a voluntary Code of Conduct to replace the existing Code was regarded a critical means of ensuring that standards of ethical conduct were maintained;
- The adoption of a county-wide voluntary Code and standards framework was considered to represent an efficient and practical means of ensuring that elected Members were supported in maintaining good ethical standards;
- The creation of a simplified process featuring an increased role for the Monitoring Officer in the filtering of complaints and a

STANDARDS

Committee

20th April 2011

move away from an elongated Sub-Committee process was seen as important in restoring confidence in the standards regime as a practical means of maintaining ethical standards;

- The importance of a public hearing as a final stage in the process was seen as important given that one of an elected Member's most important assets was their credibility;
- The model which was regarded as most suitable for supporting the maintenance of good ethical standards was that of a non-decision-making advisory committee including Independent members and reporting to full Council.

RESOLVED that

- 1) **the proposed changes to the ethical framework for Members be noted; and**
- 2) **Officers note the comments of the Committee, as set out in the preamble above, on an appropriate way forward for the Council, should the provisions of the Localism Bill be enacted.**

23. MONITORING OFFICER'S REPORT

The Deputy Monitoring Officer updated the Committee on the cases that were currently going through the Standards system. It was noted that two cases had been resolved since the previous meeting of the Committee and that one case was still outstanding.

The Committee was also made aware of the views of Councillor Anita Clayton on the present Standards regime as it was conducted by Redditch Borough Council as she was unable to be present in person. It was conceded by Officers that there had been some apparent delay in disposing of cases but this was to be seen in the context of the nationally accepted timescales for taking a case through from beginning to end. The highly prescriptive guidance and processes established by Standards for England provided little scope for conducting investigations and hearings particularly expeditiously and local capacity-related problems had compounded the inherent difficulties.

It was suggested that, should the Council continue to operate a Standards regime once the current arrangements had ended, there would be scope to firstly filter any complaints that arose through the Deputy Monitoring Officers and, more generally, to simplify the process, thus avoiding some of the time-related problems that were the cause of some concern.

STANDARDS

Committee

20th April 2011

RESOLVED that

the report of the Monitoring Officer be noted.

24. CHAIR'S / MEMBERS' REPORTS

There were no reports from the Chair or Members of the Committee.

25. PARISH COUNCIL REPORT (IF ANY)

There was no report from the Parish Council representatives, other than to note the lack of a need for a Parish Council election in May given the want of nominees to fill the seats available.

26. PUBLICATIONS

There were no publications to consider.

27. WORK PROGRAMME

Given the ongoing changes to the Standards regime, it was suggested that the Committee Work Programme be kept open-ended for the present.

RESOLVED that

the Committee Work Programme be noted.

The Meeting commenced at 7.00pm
and closed at 8.11pm

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Chair