

Council

Mon 5 Sep
2011
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Extn.3269) Fax: (01527) 65216
e.mail: ivor.westmore@bromgroveandredditch.gov.uk Minicom: 595528**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Council

5th September
7.00 pm

Council Chamber Town Hall

Agenda

Membership:

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

1. Welcome	<p>The Mayor will open the meeting and welcome all present.</p> <p>The Mayor's Celebrant, Ms June Saville, will lead the Council in a moment's reflection.</p>
2. Apologies	<p>To receive any apologies for absence on behalf of Council members.</p>
3. Declarations of Interest	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
4. Minutes Chief Executive	<p>To confirm as a correct record the minutes of the meeting of the Council held on 25th July 2011.</p> <p>(Minutes circulated in Minute Book 3 - 2011/12)</p>

<p>5. Communications and Mayor's Announcements</p>	<p>To receive a report from the Mayor on civic matters which have arisen since the last meeting or events which may be occurring in the near future.</p> <p>To give notice of any variation to the items listed in the Forward Plan and/or items accepted as "Urgent Business".</p> <p>(No separate report / oral update)</p>
<p>6. Leader's Announcements</p>	<p>To receive a report from the Leader on matters considered to be of significance to the Council.</p> <p>(No separate report / oral update)</p>
<p>7. Deputation - Save Brockhill Green Belt (Pages 1 - 2)</p>	<p>To receive a deputation and consider a petition submitted by residents of Brockhill on the subject of saving the Brockhill Green Belt.</p> <p>(Report attached)</p>
<p>8. Questions on Notice Chief Executive</p>	<p>No questions had been submitted to the Mayor, a member of the Executive Committee or the Chair of any committee or sub-committee in accordance with Procedure Rule 9.2 at the time of publication of the agenda.</p>
<p>9. Motions on Notice Chief Executive</p>	<p>There are no Motions on Notice in accordance with Procedure Rule 11.</p>
<p>10. Executive Committee (Pages 3 - 156) Chief Executive</p>	<p>To receive the minutes and consider the recommendations and/or referrals from the meetings of the Executive Committee:</p> <p><u>2nd August 2011</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none">• Employment Policies – Review; and• Information Shelters – Request to Disconnect Electricity / Demolish Sites.

23rd August 2011

Matters requiring the Council's consideration include:

- Budget Preparation Guidelines;
- Joint Environmental Enforcement Strategy;
- Solar Panel Scheme – Options for Introducing Solar Panels at Housing Sites in Redditch;
- Roxboro House – Future Use;
- Winyates Estate – Insulation and Heating Improvements;
- Discretionary Housing Payment – Revised Policy;
- Revised Employment Policies;
- Shared Services Business Case – Land Drainage Service;
- Shared Service Business Case – Single Business Case;
- Shared Service Business Case – Car Parking; and
- Shared Service Business Case – North Worcestershire Emergency Planning.

(Reports, Decisions from the 2nd August meeting and Minutes of the Shared Services Board attached – Decisions from the 23rd August meeting to follow and reports for Shared Services Board circulated previously under separate cover)

(Minutes circulated in Minute Book 3)

11. Regulatory Committees

(Pages 157 - 166)

Chief Executive

To formally receive the minutes of the following meetings of the Council's Regulatory Committees:

Licensing Committee - 14th July 2011

11th August 2011

Planning Committee - 13th July 2011

10th August 2011

(Minutes circulated in Minute Book 3 – 2011/12)

12. Urgent Business - Record of Decisions
Chief Executive

To note the following decisions taken in accordance with the Council urgency procedures since the last meeting of the Council:

River Revetment Works – Old Forge Drive (Ref. 493)

An additional £36,000 was required to complete essential works at Old Forge Drive due to the following: -

- 1) Additional works at Site 1A
- 2) Additional erosion damage at Site 2

Any remaining shortfall for the river revetment works was to be found from existing budgets. The additional funding now required would have a seriously detrimental effect upon a wide range of services.

It has subsequently come to light, that Severn Trent Water Limited has now claimed title to the Callow Hill Balancing Area, which was subject to an improvement scheme within the 2011/12 Capital Programme. Officers believed this matter would not now be quickly resolved and in so doing, STW Ltd effectively had inherited liability. It was therefore proposed that a virement of funds from this Capital Scheme to fund the remaining shortfall at Old Forge Drive be undertaken, the remainder being returned as savings. Additionally, as a result of the Site 1A works at Old Forge Drive, an annual revenue expenditure for aeration at Old Forge Pool of £2,000 per annum will no longer be necessary with immediate effect, ensuring savings for many years hence. Due to the lateness of detailed costs being provided, and in the absence of full funding, a potential situation of Breach of Contract may have arisen with consequent additional costs.

It was therefore RESOLVED that

- 1) **£36,000 of the previous capital allocated to the Callow Hill Balancing Area scheme (for which a sum of up to £50,000 was allocated and which will now be deleted from the 2011/12 Capital programme) be transferred to fund the River Revetment Works – Old Forge Drive for the reasons set out, above;**
- 2) **the remaining sum of £14,000 be transferred to Capital Balances/Reserves**

(Council decision)

- 3) authority be given for the savings and expenditure as detailed in 1) and 2), above, for the purposes detailed in the report.**

(Executive decision)

(No separate report)

Transfer of Waste Heat between the Crematorium and the Abbey Stadium (Ref. 494)

Due to design enhancements and recognition of underspends within the total capital budget for the overall Crematorium project, it is requested that £58,000 be vired to enhance the waste heat element of the project (within overall budgets). This would ensure continuity of the Abbey Stadium work programme and enable the completion of the heat re-use system.

RESOLVED that

- 1) £10,000 identified as unspent on the current capital budget allocated to the crematorium project, together with £48,000 from the crematorium improvements allocation be vired to enhance the waste heat element of the project (within overall budgets); and**

(Council decision)

- 2) authority be given for the expenditure as detailed in 1) above for the purposes detailed in the report.**

(Executive decision)

(No separate report)

Appointment of Miss Jesbir Uppal as A Court Officer of the Council and to Delegate to her the Conduct of Legal Proceedings on Behalf of the Council
(Ref. 495)

The Legal Services Team has secured the services of a locum lawyer, Miss Jesbir Uppal, who needs to be appointed as an authorised officer to represent the Council in civil and criminal proceedings and to appear in Courts and Tribunals on its behalf.

RESOLVED that

Miss Jesbir Uppal be appointed as an authorised officer to represent the Council in civil and criminal proceedings and to appear in Courts and Tribunals on its behalf.

(Council decision)

(No separate report)

13. Urgent Business - general (if any)

To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in her by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.

(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting and/or on the Leader's Forward Plan.)

14. Exclusion of the Public

Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged it may be necessary to move the following resolution:

“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12 (A) of the said Act, as amended.”

	<p>[Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – the <u>identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.]</p>
<p>15. -</p>	<p>(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)</p>

REDDITCH BOROUGH COUNCIL**COUNCIL**

5th September 2011

PETITION – SAVE BROCKHILL GREEN BELT

Relevant Portfolio Holder(s)	Cllr J Pearce
Relevant Head of Service	Head of Planning and Regeneration
Not a Key Decision <i>(in relation to this specific item)</i>	

A Petition has been received containing approximately 674 signatures in accordance with the new constitutional arrangements / new Petition Scheme. The 'prayer' of the petition is as follows:

"Redditch Borough Council, through its Core Strategy, is intending to seek development on Green Belt lands in the Brockhill area of Redditch.

We the undersigned request Redditch Borough Council to abandon these damaging and inappropriate proposals.

We also request Redditch Borough Council to preserve and protect the green belt in Redditch and exempt it from any further development."

The recently adopted scheme provides for the 'petition organiser', Mr Mark Whitworth, to be given the opportunity *"to present the petition at the meeting and the petition will then be discussed by Councillors, with a maximum of 15 minutes being allowed for the consideration of each petition. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the Council's Executive Committee is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will then receive written confirmation of this decision."*

AUTHOR OF REPORT

Name: Jess Bayley, Overview and Scrutiny Support Officer and Denise Sunman, Committee Services Officer
 E Mail: jess.bayley@bromsgroveandredditch.gov.uk / denise.sunman@bromsgroveandredditch.gov.uk
 Tel: 01527 64252 ext 3268 / 3270

REDDITCH BOROUGH COUNCIL**COUNCIL**5th September 2011

46. EMPLOYMENT POLICIES - REVIEW**RECOMMENDED that****the following Employment Policies be approved:**

- **Annual Leave Entitlements;**
- **Committee Allowance Policy;**
- **Services in Non Regular Forces Policy;**
- **Flexitime Policy;**
- **Travelling and Subsistence Policy;**
- **Job Evaluation Policy; and**
- **Reorganisation and Change Policy.**

**EXECUTIVE
COMMITTEE**

2nd August 2011

REVISED EMPLOYMENT POLICIES

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finances & Resources
Wards Affected	None
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the revised employee policies that have been developed in conjunction with Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

the Employment Policies attached at Appendices 1–7 be approved.

3. KEY ISSUES

- 3.1 As Members are aware, officers and Unions have been working together to review a number of employee related policies over the last 12 months.
- 3.2 This report includes the proposed revised policies developed and agreed with the trade unions to reflect the following:
- a) agreed changes to Terms and Conditions following the formal Collective Agreement being reached with the Unions in May 2011;
 - b) revised proposed policy in relation to periods of pay protection offered to staff if their pay is reduced as a result of Job Evaluation;
 - c) a proposed reorganisation and change policy to ensure that all staff are treated within a fair and consistent framework during the periods of change.

Terms and Conditions

- 3.3 A period of 90 days formal consultation was entered into with the Unions in relation to the proposed changes to Terms and Conditions. Regular joint meetings were held and a number of revisions to the original management proposals were made following these meetings to

**EXECUTIVE
COMMITTEE**

2nd August 2011

ensure that the outcome reflected the discussions that were undertaken during the period of negotiation.

A ballot was held with Union Members and a significant proportion voted to accept the proposals. The main changes as identified in the policies attached at Appendix 1 – 7 include:

- a) reduction in the car mileage rate to the Inland Revenue allowances of 45p per mile;
 - b) increase in the number of miles to be entitled to essential car user allowance to 2,500;
 - c) simplifying of the annual leave criteria to reflect time with the Council rather than grade.
- 3.4 It was agreed that the impact of a number of policies would be phased over a period to ensure that detrimental impact was mitigated as much as possible.

Job Evaluation

- 3.5 As part of the continued discussions in relation to the implementation of Job Evaluation officers have proposed a revision to the period of pay protection. The proposal is to increase the protection for any staff whose pay is reduced as a result of Job Evaluation to 2 years from date of implementation. This is reflected in Appendix X.
- 3.6 As previously reported to Members there have been a number of discussions and negotiations with Trade Union representatives with the aim to achieve a Collective Agreement for the implementation of a revised pay model to reflect Job Evaluation. Following a 90 day period of consultation a final pay model and relevant equality impact assessments were sent to UNISON National Office for consideration. It is hoped that following this consideration a ballot will be held and formal agreement reached. A report will be presented to Members once a response is received from the National Office.

Reorganisational Change

- 3.7 The proposed reorganisation and change policy is attached at Appendix 7. This policy has been developed with the Trade Union representatives and recognises that the Council has a need to be able to adapt to changing economic, technological and organisational circumstances through the sharing of services.
- 3.8 The objective of the policy is to provide a framework for carrying out organisational change in a fair, open and consistent manner, whilst considering the responsibilities and obligations regarding consultation with employees and Trade Unions. In addition there are a number of

**EXECUTIVE
COMMITTEE**

2nd August 2011

measures that will be considered with the aim to avoid compulsory redundancy where possible.

3.9 The key elements of the policy include:

- a) Alternative Employment;
- b) Redeployment;
- c) Pay Protection;
- d) Consultation periods;
- e) Outplacement support.

3.10 Members are to note that the period of pay protection in relation to service reviews and restructures is proposed at 12 months. This is an increase to the current protection level of 6 months full / 6 months half pay but is less than the protection afforded to staff as a result of Job Evaluation (proposed at 2 years from date of implementation). However it is proposed by officers that any employee who, as a result of a service review, has a reduction in pay during the period of Job Evaluation implementation, will receive up to 2 years protection on their pay.

Financial Implications

3.11 During the medium term financial plan considerations a number of proposals were investigated by officers to realise savings to meet the significant cut in Government Grant. By revising the mileage allowance paid to staff to the Inland Revenue of 45p together with increasing the criteria miles to be undertaken for the receipt of essential car user car allowances to 2,500 miles pa has resulted in savings of approximately £100,000. The majority of other changes to Terms and Conditions are offset and will not realise further savings.

3.12 The funding for the 2 year period of protection for Job Evaluation has been included in the 3 year financial plan and is to be funded from the additional budget allocated as a result of implementing Job Evaluation.

Legal Implications

3.13 All proposed changes to employee related policies have been developed in conjunction with Union representatives in accordance with employee legislation. In addition officers have considered the following in developing the proposed policies :

**EXECUTIVE
COMMITTEE**

2nd August 2011

-
- a) Working Time Regulation 2007;
 - b) National agreement on pay and conditions of service for Local Government Services;
 - c) Employment Rights Act 1996;
 - d) Employment Relations Act 2004;
 - e) Trade Union and Labour Relations (consolidation) Act 1992.

Service/Operational Implications

- 3.14 The proposed revised policies have been negotiated with Union representatives and communicated to staff at a number of meetings and staff forums to ensure that all staff were aware of the proposed changes. Changes to annual leave are to be phased over a period of 3 years to reduce the impact on the staff affected.
- 3.15 Following the Collective Agreement the changes to Terms and Conditions were effective from 1st June 2011 and there has been no impact on service delivery following the implementation.

Customer / Equalities and Diversity Implications

- 3.16 Assessments have been made across all proposed policies to identify any equality issues. These have been discussed with the Union representatives and further analysis of impact has been undertaken where required.

4. RISK MANAGEMENT

The proposed policies reflect the changes required to ensure a consistent approach to employee related matters and to support the operational change and Job Evaluation implementation in the future. There is a requirement for the Council to have clear, negotiated policies for staff and the risk of challenge from employees and Unions is significant if this process is not followed.

5. APPENDICES

- Appendix 1 - Annual Leave Policy
- Appendix 2 - Committee Allowance Policy
- Appendix 3 - Non Regular Forces Policy
- Appendix 4 - Flexi Time Policy
- Appendix 5 - Travel & Subsistence Policy
- Appendix 6 - Job Evaluation Policy

**EXECUTIVE
COMMITTEE**

2nd August 2011

Appendix 7 - Reorganisation and Change Policy.

6. BACKGROUND PAPERS

Previous employment related policies.
Minutes / documents from negotiations with Union representatives.

AUTHOR OF REPORT

Name: Becky Talbot
E Mail: b.talbot@bromsgroveandredditch.gov.uk
Tel: 01527-64252 ext 3385



www.redditchbc.gov.uk

Annual Leave Entitlements

The annual leave year runs from 1st of the month following entry into Local Government service. You have the option to change your annual leave year once during your employment by agreement with your Director.

The annual leave entitlements effective from 1st June 2011 are:

23 days	up to 5 years service
28 days	5 years + service

In addition to the above, there will be one extra day at Christmas set by management.

NOTE: Staff may calculate their annual leave in hours, by agreement with their Line Managers.

JNC Officers

Officers who are on JNC terms and conditions (Chief Executive, Directors and Heads of Service) will receive:

33 days	up to 5 years service
38 days	5 years + service

Plus one additional day set by management which will be at Christmas.

How to Calculate Annual Leave For Part-Time Employees.

Entitlement to annual leave will be proportional to the number of hours worked in relation to the normal working week. The entitlement, normally calculated in working days, will be converted to an entitlement in working hours in order to avoid any confusion which may arise due to complex working arrangements.

Please see the calculation below:

Example A

An employee works 20 hours per week over 5 days and is entitled to 23 days annual leave.

Mon	Tue	Wed	Thur	Fri
4	4	4	4	4

This employee would be entitled to 23 of their days, ie 23 Mornings or 23 Afternoons.

Example B

An employee works 20 hours per week over 3 days and would be entitled to 23 days annual leave, if they worked full time

Mon	Tue	Wed	Thur	Fri
7½	7½	5		

If an employee works a variable working pattern annual leave should be expressed in hours, which in this example would equate to 92 hours.

If a Monday was taken as annual leave 7½ hours would be deducted from the 92 hour entitlement. If Wednesday was booked as leave 5 hours would be deducted.

How to Calculate Annual Leave in Hours

For employees working reduced hours or non-standard days over various shift patterns it may be necessary for the Line Manager to calculate annual leave in hours. The following calculation should be used:

Number of days annual leave per annum FTE x daily hours (7.4) / standard hours per week (37) x number of hours worked per week,

An employee working 22 hours per week over three days FTE 23 days:

$$23 \times 7.4 / 37 \times 22 = 101.2$$

The annual leave entitlement would be 101 hours.

Recording Annual Leave

Annual leave must be recorded on an annual leave card and relevant recording system ie calendar, wall-chart, computer and/or desk diary. Employees should also keep their own personal record of annual leave; Audit recommends that employees keep an up-to-date photocopy of their **Annual Leave card**.

Approval for Leave

All leave must be approved in advance by the appropriate manager, in accordance with the time scales set by the Manager.

Time scales may vary from section to section, due to the exigencies of the Service and the necessity to arrange cover. Each Head of Service should decide and circulate the appropriate time scales to employees in their Units.

No commitments are to be made before formal approval has been given.

Carry Over Of Annual Leave

In exceptional circumstances and by agreement with the Service Manager, annual leave can be carried forward to the next leave year; up to a maximum of 5 days.

APPENDIX 2

Committee Allowance Policy

1. Introduction

This policy outlines the rules and principles that apply to Committee Attendance Allowance, and the procedure that should be followed when claiming Committee Attendance Allowances.

The policy applies to all staff employed by Redditch Borough Council, including those on a fixed term contract.

2. Committee Allowance policy

Committee Services employees and staff (excluding Directors, heads of service and the Chief Executive) who have a statutory role to attend evening Committee meetings, will have the option of being paid £27.15 per meeting they attend or claiming the time back as TOIL.

All other members of staff who attend Committee meetings will be entitled to claim the time back as TOIL, and will not be eligible for the £27.15 payment.

Employees who are paid SCP 28 and below will be entitled to claim time and a half, employees above SCP 28 will be entitled to claim plain time. Time is recorded for the actual time spent at the meeting.

For employees on JNC terms and conditions (Directors and Heads of Service) no additional payment will be made, and TOIL cannot be claimed.

3. Procedure for Claiming Committee Allowance

On the 15th of each month (or the nearest practicable date to this), Democratic Services staff will produce a claim form for each qualifying officer who has attended an evening Committee meeting[s] during the course of the previous one month period. Claim forms will be distributed in the internal post.

Qualifying Officers may claim attendance for any meeting which lasts longer than 15 minutes. Attendance Allowance can only be claimed for meetings which take place after 7pm.

Officers making claims for attendance allowance should check and sign to confirm that the claim form is correct. They should contact Democratic Services officers in case of any queries.

Officers should make claims for subsistence on relevant local forms, or petty cash forms, and receipts / evidence of purchase should be attached.

Once the information on the form has been checked and signed, it is the claimant's responsibility to ensure that the form has been certified by the relevant budget holder. If the claimant is the budget holder, the form should be certified by another authorised signatory or relevant Head of Service/ Director.

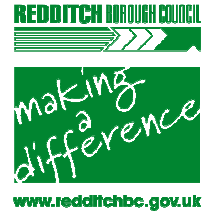
Once certified, the form should be returned to the Payroll Team for inclusion in the next salary payment, in line with the relevant payroll deadlines.

4. **Recording of time off in Lieu**

TOIL should be recorded on timesheets/holiday cards, and authorised by the employee's manager.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.



APPENDIX 3

Service in Non Regular Forces Policy

1. Introduction

All non regular forces volunteers have training commitments, which usually include attendance at an annual training camp. Redditch Borough Council supports its employees who are forces volunteers to attend such training.

This policy relates to all employees including those on a fixed term contract who are engaged as forces volunteers.

2. Main policy areas

Volunteer members of the Non-Regular Forces who attend Summer Camp will be granted two weeks' paid leave, for this purpose.

Additional paid leave will be granted to members of the Non-Regular Forces who are required by statute to undertake training in addition to the Summer Camp and who are unable to arrange for such training to be undertaken on days when they would not normally be working. Such training should be undertaken at a time which is mutually agreed between the employee and his/her Line Manager.

The employee should complete a Special Leave Application form and submit it to the Line Manager for approval.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

APPENDIX 4

Flexitime Policy

1. Introduction

The purpose of the Flexitime system is to support the operational flexibility of Redditch Borough Council services, and give employees a greater flexibility in the hours that they work, thus supporting a better work life balance.

Flexi time allows employees to have a degree of flexibility in the hours that they work, whilst ensuring that offices are covered throughout opening hours. The whole operation of the scheme is based firmly on the principle that the needs of the service and the Council's core standards of customer care must have absolute priority. The Council maintains the right to manage flexitime for the benefit of its quality of service.

The purpose of this document is to ensure that Council employees understand, and adhere to, the arrangements for utilising a Flexitime system as the basis for managing operational cover.

2. Flexitime policy

The Council's Flexitime system is based upon contracted hours of 37 hours per week, which equates to 7 hours 24 minutes per day. For a part-time employee or employees working on a job-share basis their standard day would need to be calculated on a pro-rata basis to the normal 37 standard full time hours.

The flexitime system will be available to as many services as possible, but the Council can exclude any employee from the scheme and require him/her to work standard office hours at any time, based on the needs of the service.

As the flexitime system exists to ensure quality of service, all managers must implement the system in such a way to ensure that sufficient cover is maintained for all areas during standard office hours. Employees also have a duty to ensure office hours are covered and that they are working their contracted hours.

Employees participating in the scheme must ensure that, upon resignation, their flexitime record does not show a debit/ credit balance on their last working day.

Hours of Work

The flexi-scheme will operate between 8am and 7pm. All employees are required to take at least a 30 minute lunch break after no more than 6 hours in accordance with Working Time Regulations.

A minimum of 4 hours per day must be worked, and employees will have discretion over lunch breaks and start/finish times. However, if service needs are identified, certain provisions may be put in place by the service manager.

Standard contracted hours of work for employees of the Council are as follows:

9am until 5pm Monday – Friday

One whole day's paid absence will count as 7 hours and 24 minutes, a half day as 3 hours 42 minutes.

Flexitime Accounting Period

The accounting period is one calendar month. All debit and credit balances at the end of each accounting period will automatically be carried forward to the next period.

The maximum carry forward is 15 hours (credit or debit), at the end of the annual leave year. A maximum of two days flexitime per calendar month (pro rata for part time employees), can be taken, to be approved by line management. However, this may be varied by line management agreeing with employees a lesser amount, which may be taken during specified peak periods, and a greater amount which may be taken during quiet periods; providing this does not exceed a total amount allowable of 24 days in any one year.

Managers must ensure that flexi balances are monitored throughout the year to ensure that excessive credit and debit hours are not accrued.

Taking Flexi leave

Although employees will have flexibility in the taking of lunch breaks and start/finish times, the taking of Flexitime remains at the discretion of line managers, and subject to any operational requirements that may arise.

A maximum of two days flexi leave may be taken per month, (pro rata for part time employees).

Varying Start & Finish Time

Employees may leave early / come in late in accordance with the hours during which the flexi time scheme operates. Any flexi time taken that is in excess of

2.5 hours in either the morning or afternoon will be classed as half day flexi / annual leave, and must be recorded and approved in advance, in line with this policy or the annual leave policy. The 2.5 hours will be calculated in accordance with the normal operating hours of the service.

Therefore, where offices are open at 9am employees may arrive up to 11.30am without booking half a day flexi / annual leave. For offices that open until 5pm an employee may leave as early as 2.30pm without booking half a day flexi / annual leave.

If employees wish to significantly vary their start and / or finish time, they must gain approval in advance from their line manager and call the office, to confirm their whereabouts, for Health and Safety reasons.

Flexi Leave Recording

Employees must keep an accurate record of Flexi time, to be recorded on the electronic timesheet, available on the Orb. A copy should be sent to the line manager for monitoring at the end of every month.

All flexi leave booked must be recorded on the annual leave card, and authorised by line management, prior to leave being taken.

Time off for Medical Appointments

For those services operating a flexitime scheme, employees must take appointments as Flexi leave/ time, except where appointments are consultant led, and appointment times cannot be varied. Where appointments are consultant led / treatment (this includes maternity appointments), the time worked by the employee and the time absent from the workplace will be credited up to half a day (3 hours 42 minutes). Employees will need to gain prior approval for all medical appointments, from their line manager, who may ask the employee to provide evidence of the appointment.

For those services that do not operate the flexitime scheme, employees must endeavour to make all appointments outside of working hours. For employee led appointments, no time will be credited, and employees will be expected to use annual leave or make arrangements with their line manager to make up the time. Where appointments are consultant led (this includes maternity appointments), time will be credited. Employees will need to gain prior approval for all medical appointments from their line manager, who may ask the employee to provide evidence of the appointment.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

APPENDIX 5

Travelling and Subsistence Policy

1. Introduction

This policy outlines the rules and principles that apply to travelling and subsistence, and the procedure that should be followed when claiming travelling and subsistence allowances.

The travelling allowances paid are designed to ensure that employees are compensated for additional expenditure genuinely incurred whilst on official business away from their work base.

The policy applies to all staff employed by Redditch Borough Council, including those on a temporary or fixed term contract.

2. Travel and Subsistence policy

2.1 Travel & Mileage - Basic Principles

2.1.1 All employees must comply with the law in relation to their chosen method of transport. Such laws include those relating to drink driving, speeding and using hand-held mobile phones while driving.

2.1.2 RBC will not accept responsibility or liability for reimbursement of any fines or penalties incurred whilst employees are on the Councils business.

2.1.3 In many situations, attending a meeting is the most effective way of communicating. However, employees are expected to think carefully about whether a proposed journey is necessary. In some cases it may be more efficient to communicate using other methods such as the telephone or e-mail, when travelling time and costs are taken into account.

2.1.4 Employees are reminded of their responsibilities for ensuring that any vehicle, motorcycle or bicycle they use for travelling, including business journeys, is in good working order and that they wear appropriate safety clothing and/or equipment.

2.1.5 All employees are expected to use the most efficient means of transport for business journeys. This decision should be based on a consideration of the following factors:

- The actual cost of the journey

- Whether other work can be carried out during the journey (e.g. taking the train may provide an opportunity to catch up on work related reading)
- Individual factors (e.g. health of employee, disability, safety issues)
- The time the journey will take
- Environmental factors
- Car sharing

2.2 Car User Classification

All Employees will receive the same rate per mile for business mileage.

2.3 Travelling by Motor Vehicle – Driving Licence and Business Insurance

Vehicles owned and provided to staff to undertake work are insured by the Council.

If you use your own vehicle or a vehicle belonging to someone else to go on Council business you must ensure that you have the following:

- The vehicle has a current MOT certificate (If required by law)
- You must hold a valid driving licence, and
- Ensure that the motor insurance policy covering your use of the vehicle, whether it is insured in your name or someone else's, covers you for business use.

Human Resources will check the MOT certificate (if required), certificate of insurance (stating business use), as well as your driving licence; on an annual basis. Failure to produce such documents could result in disciplinary action.

Business use is readily available but not automatically provided by an insurer. You must ask for it in addition to the usual vehicle use permitted under the insurance certificate. Some, but by no means all, insurers may require an additional premium for the provision of business use cover but this is generally nominal. Any additional premium payable is solely your responsibility.

It is your responsibility to inform the council immediately, if you have any criminal convictions, or offences relating to driving; including penalty points, disqualifications etc.

2.4 How to Determine Mileage

Many business journeys will involve you leaving your office or base, travelling to a particular destination and returning to your office or base on the same day. For such journeys, you should claim the actual mileage travelled.

The “Lesser Than Rule” – Business Journeys made directly from Home or Returning Directly to Home at the End of the Working Day

Some business journeys will involve travelling to a location directly from home without visiting your office or base. Some journeys will involve returning home at the end of the working day without visiting your office or base. The Council decided to provide the “lesser than rule” to ensure that some mileage is payable for these journeys. This is to recognise that you are travelling in the most efficient way, reducing unnecessary congestion and environmental damage.

If you make a journey from home directly to a location other than your base, for that part of the journey, you can claim **whichever is the lesser of either:**

The actual mileage that you travelled from your home to the location

OR

The mileage that you would have claimed if you had travelled from your base to the location.

If you travel from a location directly to home rather than to your base, for that part of the journey, you can claim **whichever is the lesser of either:**

The actual mileage that you travelled from the location to your home

OR

The mileage that you would have claimed if you had travelled from the location to your base.

Employees who do not operate from a Fixed Base

If you do not operate from a fixed base, the following rules will generally apply:

- Your Head of Service will designate a base at a location as close as practicable to the centre of the area in which you work.
- This base will be selected according to your proposed pattern of working, so as to minimise distances to be travelled.

2.5 Car Mileage payments

The Council will reimburse any business mileage at the published HM Revenue and Customs authorised non taxable rates (given below).

All claims for vehicle mileage must be submitted promptly at the end of each month. Claims which are more than 2 months old will be rejected.

Inland Revenue rates:

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45 p	25 p

Motorcycles	24 p	24 p
Bicycles	20 p	20 p
Carrying Passengers	5p per person per mile	
Towing	6p	

Training mileage will be paid at the same rate as normal business mileage.

Essential car allowance

Employees who claim over 2,500 miles per year will be entitled to a lump sum payment in line with the level 2 NJC rate, currently £963 per annum. The essential car user allowance will be reviewed on an annual basis and will only continue to be paid to staff who have reached the 2,500 mile threshold. This shall be calculated by payroll on an annual basis from the 1st June, based upon mileage claims for the previous financial year.

The essential lump sum will be paid in 12 equal payments throughout the year. Directors and Heads of Service are not eligible to claim the lump sum even if they meet the criteria.

Use of public transport for Council duties and/or training

Where employees have prepaid for public transport i.e. bus and train passes, and use this during the course of their duties and or/training, they will be reimbursed up to the value of their journey; upon evidence of costs. This will be reimbursed via payroll.

2.6 How to claim mileage

Mileage can be claimed by filling out the mileage claim form available from Payroll.

3. Subsistence Allowance – Basic Principle

Subsistence claims may only be made for additional expenditure whilst out of the office on non-routine duties/visits.

Expenditure incurred on car parking fees, taxi, rail or public transport fares will only be reimbursed upon production of receipts. This can be claimed via the Petty Cash form at RBC, and via payroll at BDC.

3.1 Meals

You can claim the actual expenditure incurred, up to the maximum subsistence allowance, subject to retention of receipts. However, if a meal is

provided as part of the arrangements, e.g. if lunch is provided as part of a seminar or course, then you cannot claim an allowance for that meal.

Meal allowances may only be claimed with prior approval of the authorising manager.

Breakfast

All of the following requirements must be met to allow reimbursement for breakfast meal costs

- Claims may be up to a maximum of £5.00 only
- Where the employee is required to either:
 - attend a location which is not their normal place of work early in the morning, or to
 - stay away from home overnight (and in most situations breakfast costs should form part of the overnight hotel bill)

Lunch

- Claims may be up to a maximum of £6.75, and may include up to one beverage
- Generally this is restricted to employees who are necessarily absent from their normal place of work for more than four hours, and where these four hours fall over the 'normal' lunch break period

Evening Meal

- Claims may be up to £20.00, and may include up to two courses and one drink
- Generally this is restricted to employees who, for work reasons, are unable to return home to take evening meals

Where an employee in the course of his/her official duties, has to stay away from home overnight, he/she is entitled, subject to the prior agreement of the authorising manager, to claim the cost of an evening meal, bed and breakfast.

To be eligible for subsistence allowance you need to be absent from your normal workplace because of business in accordance with the following times:

- 1) Breakfast – absent before 7.30am
- 2) Lunch – absent for more than two hours within the lunchtime period, which is defined as 11.45am to 2.15pm
- 3) Evening meal – absent after 6.30pm

Expenses shall be paid by filling out the 'Training, Seminars and Conferences form' available on the Orb. You must attach original receipts, photocopies will not be accepted. Claims up to £60.00 will be processed through cashiers. Claims over £60.00 should be sent to payroll for processing.

3.2 Overnight Accommodation

This will only be approved where the employee is required to start work before 8am **and** where this is located more than an additional 70 miles from their normal place of work. All overnight accommodation should be arranged and booked through the payments section, with the prior approval of the Line Manager. 10 working days notice will need to be given to payments section.

3.3 Train tickets

These can be ordered through the payments section, 10 working days notice, where possible, must be provided.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

JOB EVALUATION POLICY

1. Introduction

The aim of a job evaluation scheme is to provide a systematic and consistent approach to defining the relative value of jobs within an organisation. It compares different jobs to determine size and value against a range of established factors. Only the job is evaluated, not the person doing it, nor is it concerned with the total volume of work, the number of people required to do it, the scheduling of working, or the ability of the job holder.

2. Job Evaluation Scheme

All evaluations will be carried out using the Local Government Single Status Job Evaluation scheme developed by the National Joint Council for Local Government Services, also known as the NJC Scheme. The scheme consists of 13 factors which are:

1. Knowledge
2. Mental Skills
3. Interpersonal and Communication Skills
4. Physical Skills
5. Initiative and Independence
6. Physical Demands
7. Mental Demands
8. Emotional Demands
9. Responsibility for People
10. Responsibility for Supervision
11. Responsibility for Financial Resources
12. Responsibility for Physical Resources
13. Working Conditions

3. Evaluation Procedure

A post or group of posts will be subject to the job evaluation process in the following circumstances:

- where a post has substantially altered as defined in the Re-organisation and Change Policy;
- where a management review of the post results in a substantial change to the duties and responsibilities of the post;
- as part of a regular review of the Job Evaluation scheme, as agreed with the Trade Unions.

4. New posts

4.1. Definition of New Post

A post will be regarded as 'new' for the purposes of Job Evaluation where the duties and responsibilities identified in the job description have not existed as a whole before.

The grade for the new post will be determined using the procedure outlined in this policy prior to the commencement of any recruitment procedures either internally or externally, unless alternative arrangements are agreed by the Senior Management Team and Trade Unions. This procedure should be built into the recruitment timetable accordingly.

4.2. Documentation Required

The line manager will be responsible for completing a Roles and Responsibilities form and a Job Description and Person Specification for the new post. These documents must be submitted to the job evaluation analyst in Human Resources. Where possible, the line manager should identify a comparable post to aid the evaluation.

4.3. Evaluation

The job analyst, line manager and / or Head of Service will then undertake a formal evaluation using the NJC scheme. Any issues or concerns from either the job analyst or manager are noted for consideration outside the formal setting of the evaluation.

4.4. Audit

Stage 1

The evaluation will be audited by another job analyst, paying particular attention to any areas of concern. Where necessary, the evaluation will be revisited by the original job analyst, line manager and / or Head of Service and subsequently re-audited.

Stage 2

The evaluation will then be audited by the Job Evaluation Working Group who will consist of a Head of Service, Trade Union representative and a Human Resources representative (original job analyst). The Job Evaluation Working Group will consider where the post's factor scores sit within the organisation, and may refer the post for further evaluation.

5. Career Graded Posts

Where the new post is career graded each level within the career grade will be evaluated independently. Separate paperwork should be completed for each level within the career grade.

6. Double Testing

Where a post scores level 7 in the Knowledge factor and level 6 in Initiative and Independence it will be double tested under the Hay Job Evaluation Scheme to determine whether it should be classed as a Senior post or whether it should remain within the NJC scheme. Further information on double testing can be found in Appendix 1.

7. Re-Evaluations

7.1. Requests for Re-Evaluation

An employee has the right to request a re-evaluation of the grading of their post if there has been a substantial increase in the duties or responsibilities of their post, or where there has been a transfer of duties from elsewhere such that the character of the post is substantially altered. However, such a request may not be made within 6 months of either:

- Their appointment to the post, or
- The effective date of any previous Appeal or Re-Evaluation, whichever is the latter.

The individual must ensure they have the support of their line manager before submitting a request for re-evaluation.

7.2. Documentation Required

A revised job description and person specification should be submitted to Human Resources highlighting the aspects of the post that have changed.

7.3. Re-evaluation

The job analyst and line manager will undertake a formal re-evaluation using the NJC Scheme. Copies of the question trace and job overview (minus the scores) will be issued to the individual within 7 days. Any issues or concerns from either the job analyst, individual or line manager are noted for consideration outside the formal setting of job evaluation.

7.4. Audit

Stage 1

The evaluation will be audited by another job analyst, paying particular attention to any areas of concern. Where necessary, the evaluation will be revisited by the original job analyst, line manager and / or Head of Service and subsequently re-audited.

Stage 2

The evaluation will then be audited by the Job Evaluation Working Group who will consist of a Head of Service, Trade Union representative and a Human Resources representative (original job analyst). The Job Evaluation Working Group will consider where the post's factor scores sit within the organisation, and may refer the post for further re-evaluation.

7.5. Effective Date of Changes to Salary

All changes to salary will be effective from the date that the request for re-evaluation is signed off by the line manager / Head of Service.

7.6. Salary Protection

In the event that the grade determined for the post is lower than the employee's existing grade, salary protection will apply. This will be for a period of 12 months. Please refer to the Re-organisation and Change Policy for full details on salary protection.

However, prior to the implementation of the corporate JE scheme, employees will receive 2 years salary protection from the implementation date of corporate JE, and thereafter either the remainder of the 2 years or 12 months (whichever is greater).

8. Appeals

8.1. Scope of Appeals

In order to appeal against the outcome of a re-evaluation the employee must identify which of the 13 factors they wish to challenge and the specific questions they wish to be reviewed. These must be clearly outlined on the Job Evaluation Appeals Form.

Please note that due to the question traces within the Gauge system it may be necessary to review additional questions to those outlined as part of the appeal.

Appeals will be admissible on the following grounds only:

1. the level determined as described in the job overview on one or more of the 13 job evaluation factors is incorrect
2. the information upon which the original evaluation was based was incomplete / incorrect
3. the job role has been incorrectly or inaccurately matched into a job group.

Please note, that appeals will not be admissible in any other circumstances.

Regardless of the reason for appeal employees will need to provide supporting information as to why, in their opinion, the scores for any of the factor level(s) do not reflect the specific demands / requirements of the job.

Employees submitting an appeal therefore will be required to provide clear evidence to support their appeal submission against each of the factor level scores they are appealing against. Simple statements like “I disagree with the factor level(s)” will not be accepted as the basis for an appeal.

Possible Outcomes

There are three possible outcomes from submitting an appeal:

1. Increase in score
2. Decrease in score
3. Score remains the same

A change in factor level and job evaluation score will not necessarily lead to a change in the grading of the post unless sufficient additional points are awarded to enable a move to a higher band. Please refer to the Frequently Asked Questions for the maximum and minimum points required for each grade.

8.2. Appeals Procedure

There are two stages to the appeals procedure.

8.2.1. STAGE 1

8.2.2. Step 1 – Employee Registers Intention to Appeal

Any employee who wishes to formally appeal against their job evaluation outcome must firstly register their intention to do so with Human Resources, by completing and returning the Registration of Appeal Form. Receipt of this will be acknowledged by Human Resources. This must be submitted within 4 weeks of the implementation date.

8.2.3. Step 2 – Employee Submits Appeal

The employee must submit the grounds for appeal in writing on the Job Evaluation Appeals Form. Appeals must be submitted to Human Resources within eight weeks of the implementation date.

8.2.4. Step 3 – Line Manager Considers Appeal

Line Manager Verifies Appeal

Where the line manager verifies the information submitted by the employee they will complete the necessary section on the appeal form to indicate that the information set out in the appeal is agreed.

The employee will then send the completed form to Human Resources at the Town Hall, keeping a copy for their own records and also sending a copy to their Trade Union if appropriate.

Human Resources will acknowledge receipt of the form.

Line Manager Disputes the Appeal

In circumstances where a line manager disputes the appeal this will need verification from the Head of Service. The line manager will need to indicate in the relevant section on the appeal form where the information remains in dispute. The decision of the Head of Service will be final and they will either support the appeal or reject it.

The employee will then send the completed form to Human Resources at the Town Hall, keeping a copy for their own records and also sending a copy to their Trade Union if appropriate.

Human Resources will acknowledge receipt of the form.

8.3. STAGE 2 – Appeals Panel

8.3.1. Process

Following receipt of the appeal Human Resources will arrange for the employee(s) to attend an Appeals Panel. Where the post is part of a family group two employees will be asked to represent the group.

The Appeals Panel will comprise of:

- An independent JE Analyst
- HR Officer
- Trade Union Representative

The appeals panel will consider the information submitted on the Job Evaluation Appeals Form and will assess the information using the NJC Job Evaluation scheme. The employee and line manager will be invited to answer any relevant questions where necessary. A trade union representative or work colleague may also be present.

At this stage it is not possible to appeal against any factors that were not specified as part of the original appeal.

8.3.2. Potential Outcomes

There are three possible outcomes from the appeal

- The appeal may be refused where there is insufficient information or the Job Evaluations Appeals Form has been incorrectly completed.
- The appeal is dismissed on the basis that the job has been correctly scored.
- The score may be increased or decreased within the limitations of the scheme.

The outcome of the appeal is final and there is no further right of appeal.

The outcome of the appeal will be confirmed in writing (including where relevant, any revised factor levels) within 10 working days. A meeting between the line manager and employee(s) will be held to issue the outcome.

8.4. Grading During Appeals Process

The employee's new grade as determined under the Pay and Grading Review will be applied to the post and employee from the date of implementation. Pay protection will apply with immediate effect from the implementation date.

Successful appeals leading to a higher grade will be backdated to the implementation date, taking into consideration pay protection received (where appropriate).

Appendix 1 – Double Testing

To ensure we deliver a robust set of JE results it is important that no job holders are disadvantaged or advantaged by only having their post evaluated under one scheme based on the current salary for that post, so we have developed cross over criteria.

When a job currently graded scp 50+ is evaluated under the HAY scheme comes out with a 'know how' score of less than 304, it will be evaluated on the NJC JE scheme too, as it is not a big enough job to be a HAY Senior Post in Redditch.

What this means?

A post will trigger double testing under HAY if it has scored a level 7 or above in Knowledge and a level 6 or above in Initiative and Independence.

The same form completed for evaluating the post under the NJC Job Evaluation scheme will be used to evaluate a post under the HAY scheme.

Criteria to remain within HAY

For a post to remain within the HAY scheme it is required to score 304 points in the Know-How factor. However, to have a robust set of JE results this second evaluation must take place.

APPENDIX 7

REORGANISATION AND CHANGE POLICY

1. COUNCIL'S COMMITMENT

In order to ensure that Redditch Borough Council provides the best services to its customers, it recognises the need to be able to adapt to changing economic, technological and organisational circumstances through the sharing of services.

2. PRINCIPLES

The objective of this policy is to provide a framework for carrying out organisational change in a fair, open and consistent manner, whilst considering the responsibilities and obligations regarding consultation with employees and trade unions.

The Council is committed to consulting and implementing change within a reasonable time frame to minimise uncertainty, whilst ensuring sufficient time for meaningful consultation.

The following measures will be taken in an attempt to avoid the need for compulsory redundancy:

- vacancies considered for staff on redeployment wherever possible, before going out to external advert
- reasonable training will be given to staff to cover skills gaps when taking a post through redeployment
- consideration given to job sharing or other flexible arrangements
- volunteers for voluntary compulsory redundancy/early retirement will be considered where appropriate

The Council is committed to providing support and assistance to employees affected by change.

3. CONSULTATION

Where it is likely that there will be a requirement to reduce staffing levels through compulsory redundancy, consultation will take place at the earliest reasonable opportunity with all relevant recognised Trade Unions. Such consultation will be with a view to considering the ways and means of avoiding compulsory redundancies and mitigating the consequences of the dismissals. To enable the Trade Unions to make constructive comments on the proposals they will be provided with all relevant information including:

- The reasons why employees affected may be at risk of redundancy;
- The post titles, departments and grades of employees at risk;
- Up to date Job Descriptions and Person Specifications which have been job evaluated

The minimum consultation period will be in accordance with relevant legislation:

- Where it is proposed that 100 or more employees are dismissed consultation must begin at least 90 days before the first of those dismissals take effect;
- Where it is proposed that between 20 and 99 employees are dismissed within 90 days or less consultation must begin at least 30 days before the first of those dismissals take effect.
- Where fewer than 20 redundancies are proposed, there is no statutory minimum, but in line with good practice the Council will consult at least 2 weeks before the first dismissal takes effect.
- At commencement of the consultation process employees will be notified that they are at risk and subject to formal consultation.

4. KEY ELEMENTS OF THE POLICY

4.1 Suitable Alternative Employment

Suitable Alternative Employment is normally defined as a post which closely offers:

- a. similar job role or function
- b. skills and experience
- c. at a similar level of responsibility
- d. in a similar or related work area
- e. comparable remuneration
- f. working hours

Managers and Human Resources will use the criteria above (a-f) to determine which posts are deemed suitable alternative employment.

Redundancy payments will only be made when no suitable alternative post has been found within the redundancy notice period. Where there is more than one employee matched to a post, then competitive selection will take place. If an employee declines an offer of suitable alternative employment they may lose the right to redundancy payment.

The Council will act reasonably in the light of case law and the needs of both the individual and the Council.

Any disputes over suitability should be referred to a relevant Executive Director, who will convene a panel with the Executive Director, Finance &

Corporate Resources (or appropriate substitute) and Human Resources representation. Their decision is final. The recruitment process should be used to assess the employee against the alternative post. Any dispute referrals (which may come from either the employee or the manager) should include detailed analysis of the employee against the person specification for the alternative post. **All decisions must be fully documented, particularly in relation to:**

- analysing the post with Human Resources
- selection for posts
- trial periods
- rejection of suitable alternatives

4.1.1 Ring Fenced Posts

Employees are ring-fenced to Suitable Alternative Employment (SAE) within the service area and wider council, where suitable alternative employment exists (using criteria in 4.1, a-f). This will be identified prior to consultation with employees and unions.

4.1.2 Slotting in

Employees who are ring fenced to posts where there is the same number of posts, or more posts than people, will be slotted into the post and will not be required to undergo a competitive selection process.

4.1.3 Refusal of Suitable Alternative Employment

If a suitable job offer in terms of pay, grade, job content, status and place of work is made and the employee unreasonably refuses it, then there may be no entitlement to a redundancy payment.

4.2 Alternative Employment

This is defined as any other vacant post that the employee is prepared to accept through the redeployment process.

4.2.1 Redeployment

Employees will be eligible to apply for posts as a redeployee once the final structure is agreed following the end of consultation, and where their post remains redundant.

Where employees are ring fenced to posts they are not precluded from also pursuing alternative opportunities that become available to them via redeployment. They will still be expected to remain in consideration for their ring fenced post until such a time as a formal offer of alternative employment is made and accepted.

Please note that posts that are ring fenced to employees can not be released onto redeployment.

4.2.2 Competitive Selection

Where there are more people ring fenced to a post than there are posts available, a competitive, score based selection process will be applied.

4.2.3 Salary Protection

Salary protection covers all employees of Redditch Borough Council who have accrued 12 months continuous service at the point they are given notice, where they are successfully redeployed into a post which carries a salary lower than their previous earnings. Protection will be capped at a maximum protection level of no more than 8 spinal column points above the top of the grade into which the employee is redeployed.

Every effort will be made to redeploy employees into a post that reflects their current level of earnings, however where it is necessary to redeploy an employee into a lower grade, then their current level of earnings will be frozen in accordance with Salary Protection detailed below.

- Employees redeployed into a new post will be entitled to have their previous contractual pay protected for a 12 month period from the date of appointment.
- After 12 months from the date of appointment the employee will be paid in line with the grade of the new post.
- The months that are referred to are consecutive calendar months and the 12 month period is not to be taken as the next financial or municipal year.
- There will be no incremental or pay award increases to the protected salary (old salary) during the protection period.
- If the salary in the new post rises above that of the “frozen” protected salary then the new basic salary would automatically apply.
- An individual being downgraded will be placed on the top spinal column point of the lower grade.

4.2.4 Trial Periods

A trial period of 4 weeks minimum, 8 weeks maximum will apply to all suitable alternative posts. This will be agreed in consultation between the Head of Service and the employee, and can be dissolved by either party if it can be demonstrated that the post is not suitable. In case of disagreement this should be referred to Executive Director. If it is agreed that a post is not suitable alternative employment, the employee will be put on notice and will then be eligible to apply for any vacant posts through the Redeployment process.

Pay during the trial period will be in line with the post being trialled. If the new grade is lower salary protection will begin.

4.2.5 Training

Reasonable training will be given where a skills gap is identified which can be met through short term training and development (e.g. 3 months).

4.3 Definition of Terms used within the Policy

4.3.1 Redundancy

According to the statutory definition, as set out in the Employment Rights Act 1996, a redundancy occurs where a dismissal is wholly or mainly because:

- The employer has ceased, or intends to cease, to carry out their business for the purposes of which the employee is employed;
- The employer has ceased, or intends to cease, to carry on that business in the place where the employee was so employed, and the change of location is not practical for the employee affected;
- The requirements of that business for employees to carry out work of a particular kind have ceased or diminished or are expected to do so,
- The requirement of the business for employees to carry out work of a particular kind in the place where they were so employed have ceased or diminished or are expected to do so.

4.3.2 At Risk of Redundancy

When a post has been identified as no longer required or there is a reduction in post numbers and therefore too many people for posts during a service review, the post holder/s will be considered “at risk of redundancy” subject to the outcome of consultation.

If, during the consultation process the post is reinstated into the structure, or enough posts remain in the structure, the post holder will no longer be “at risk of redundancy”.

If it is deemed following consultation, that a post has been deleted and a new post created, but the employee continues to feel that the post in question is not a new post, this may be challenged by the employee through a 30% Appeal (see 5.1).

If, following consultation, there are more people than posts that are deemed suitable alternative employment, affected employees will remain at risk.

4.3.3 Under Notice of Redundancy

If, following the service review process employees have not been successful in securing a post they will be considered “under notice of redundancy” and will be issued with their formal notice period.

4.3.4 Voluntary Compulsory Redundancy

Voluntary Compulsory Redundancy (VCR) is where employees select themselves for redundancy which is then subject to approval by a panel. VCR is not an automatic right.

Although employees may submit VCR requests during the consultation process, they may retract their submission prior to the VCR panel. The deadline for withdrawal will be provided in the Implementation Timetable.

A VCR panel made up of an Executive Director, Trade Union Representative and Human Resources will consider the request and notify the employee of the outcome. The panel's decision is final, and there is no right of appeal.

4.3.5 Compulsory Redundancy

If, at the end of formal notice period, an employee has not been successful in securing a post they will be made Compulsory Redundant. To be entitled to receive a redundancy payment, employees must have been continuously employed by the Council for a period of 2 years. Entitlements will be calculated using the statutory redundancy calculator (included at Appendix 1) and contractual weekly pay, and will be based on length of service and age.

4.3.6 Outplacement Support

Where employees face redundancy Human Resources and Organisational Development can provide workshops on:

- Dealing with change
- The redeployment process
- All aspects of the job search and application process

The following additional support will also be available:

- On-line training and tools for job search and applications
- Recruitment Fact Sheets on various aspects of applying for jobs
- One-to-one coaching on the application and interview process

4.3.6 Time off to look for Employment

When an employee is under notice of redundancy, and has two years service, the Council will allow reasonable paid time off to look for alternative employment. This will be up to 2 days per week (pro rata for part-time employees).

What is considered reasonable will depend on individual circumstances, for example the distance required to be travelled to an interview, and will be agreed in advance by the service manager.

In addition, unpaid leave may be considered by service managers.

4.3.7 Early Retirement on the grounds of Redundancy

If an employee is a member of the LPGS scheme and is aged 55 years or over and is made redundant, they will be entitled to take early retirement, in addition to a redundancy payment, if applicable.

Further information and advice can be obtained from Worcestershire County Council Pension section.

4.4 Pay In Lieu of Notice

Although this will not be routinely applied and employees will be expected to work contractual notice period, this may be agreed by a Director Head of Service on an individual basis.

4.5 Garden Leave

Although this will not be routinely applied and employees will be expected to work their contractual notice period, this may be agreed by a Head of Service on an individual basis.

4.6 Re-employment

Offer of a new job with a modification order body

If the Council gives the employee notice of redundancy and before the dismissal takes effect the employee receives an offer of employment from another body specified in Schedule 2 of The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999, the individual will lose entitlement to a redundancy payment.

This only applies where the relevant body make the offer of a new job before the end of the old contract and the employment starts within four weeks of the date of redundancy.

Note – if the contract ends on a Friday, Saturday or Sunday, the 4 weeks is counted from the Monday of the next week.

5. APPEALS

5.1 30% Appeals

If employees feel that the changes made to their post are not significantly different (i.e. 30% or less) they have the right to appeal.

All 30% appeals will be considered by a panel, which will consist of a Director, Human Resources Officer and a Trade Union representative. The panel will

consider the information submitted, in conjunction with the job descriptions and person specifications and decide whether or not the post has changed by 30% or more. The decision made by the panel will be final.

If the panel decide to uphold the decision that there has been a change of 30% or more, the original post will be made redundant and a new post created, in line with the proposals.

However, if the panel supports the appeal and agrees that there has been less than a 30% change, the employee will be entitled to slot into the modified post. They will then be no longer at risk of redundancy. In this circumstance the duties of the post will be subject to the changes identified, including revised terms and conditions and job descriptions.

Where a restructure reduces the number of posts available, regardless of whether or not these posts have changed by 30% or more, employees will still be at risk of redundancy. In this case, employees will be required to apply for the affected posts through a competitive redeployment process before they can secure continued employment.

5.2 Appeals against Redundancy

Employees have a right of appeal against redundancy. This should be made in writing to the relevant Human Resources & Organisational Development Officer within 10 days of a redundancy taking place.

6. Equal Opportunities

This policy will be applied in line with the Council's Equalities Policy.

Appendix 1

Statutory Redundancy Pay table

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

REDDITCH BOROUGH COUNCIL

COUNCIL

5th September 2011

**47. INFORMATION SHELTERS - REQUEST TO DISCONNECT
ELECTRICITY / DEMOLISH SITES**

RECOMMENDED that

- 1) the information shelters be demolished and the lighting system be disconnected; and**
- 2) the annual budget for electricity consumption for 2011/12 be diverted into the energy efficiency 'spend to save' fund.**

**EXECUTIVE
COMMITTEE**

2nd August 2011

**INFORMATION SHELTERS - REQUEST TO DISCONNECT ELECTRICITY /
DEMOLISH SITES**

Relevant Portfolio Holder	Cllr Brandon Clayton, Portfolio Holder Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Hugh Bennett, Director of Policy, Performance & Partnerships Guy Revans, Head of Environmental Services
Wards Affected	All Wards
Key Decision - Yes	

1. SUMMARY OF PROPOSALS

- 1.1 The 5 existing tourist information areas located at key gateway sites entering the town are now in a poor state of repair, as detailed in a recent O&S report on improving the image of Redditch. They may require significant funds in the future to remain safe if they are kept – there is currently no maintenance budget. The communication boards are extremely out of date, as evidenced by the use of the old RBC logo and incorrect maps. There is no evidence that the sites are well used.
- 1.2 As part of a successful £3.5M bid to the Department of Transport for rolling out the “Choose how you Move 2” project – designed to encourage more sustainable transport in the town; money is available for the provision of six information kiosks at the Kingfisher Centre, Kingsley College, Alexandra Hospital, Redditch Civic Centre, Arrowvale Sports Centre and Redditch Train Station. This is a £62,000 investment and the capital element will be spent by end of 2012/2013.
- 1.3 Members are asked to re-consider demolishing the existing information shelters for the reasons above, but mainly from a climate change perspective. Keeping the information shelters lit could be considered a poor use of resources (costing the Council £4,690 per annum), especially as the cost of electricity continues to rise, and unnecessarily contributes to the Council’s carbon footprint.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that:

- 1) the information shelters be demolished and the lighting system be disconnected; and**

**EXECUTIVE
COMMITTEE**

2nd August 2011

- 2) **the annual budget for electricity consumption from 2011/12 be diverted into the energy efficiency 'spend to save' fund.**

3. KEY ISSUES**Financial Implications**

- 3.1 Based on 5 sites; annually these information shelters consume 68,174 kWh of grid electricity. This equals 35.65 tonnes of CO₂ per annum or 1.2% of our total buildings carbon footprint. Although this appears small, it is important to realise all opportunities for reducing emissions, especially at low, or no cost; to result in a larger cumulative reduction towards our targets.
- 3.2 Lighting these 4 sites costs the Authority an annual revenue cost of £4,690 per annum, which is likely to rise. We are unclear who is paying for the electricity at the fifth site; most likely WCC, so the true annual saving through demolition would be £5,863.
- 3.3. The cost of complete removal of the information shelters, disconnecting the power and re-landscaping is £5,470 (disconnection cost is £1,985).
- 3.4 Officers suggest that the remainder of the year's saving achieved once the power is disconnected goes towards the total cost. The remaining costs could come out of the Capital Landscape budget.
- 3.5 Officers request that Members consider diverting the ongoing annual budget towards the energy efficiency 'spend to save' project, so that other similar schemes to this can go ahead.

Legal Implications

- 3.6 Not applicable.

Service/Operational Implications

- 3.7 Not applicable.

Customer / Equalities and Diversity Implications

- 3.8 There is no evidence that the sites are well used and that the money currently spent on electricity would better serve our customers in other ways.

**EXECUTIVE
COMMITTEE**2nd August 2011

4. RISK MANAGEMENT

There is a risk of not giving visitors tourist information when they arrive in the town if the sites are completely removed, although this is mitigated by the new information kiosks going forward. There is little risk involved in providing unlit shelters.

5. APPENDICES

There are no appendices to this report.

6. BACKGROUND PAPERS

- 6.1 Decisions made previously in relation to this request.
- 6.2 The budget bids were considered as initial estimates for the Council's budget by the Executive on 21st February 2011. A bid for the removal of the 'tourist signs' was considered at that point. However, because it was classified as a low priority bid the proposal was not approved. This position was ratified by full Council the same evening.
- 6.3 The Overview & Scrutiny Task and Finish Group did suggest that the shelters be retained and updated but they also suggested that they no longer needed to be lit at night. The Executive Committee approved all of the Group's recommendations on 12th April 2011. However, this did not form an official recommendation but rather a proposed action in relation to improving the signage within the town in general.

AUTHOR OF REPORT

Name: Ceridwen John
E Mail: ceridwen.john@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 x3046

**EXECUTIVE
COMMITTEE**

23rd August 2011

**BUDGET PREPARATION GUIDELINES - 2012/13 INITIAL ESTIMATES
AND PROJECTIONS 2013/14 and 2014/15**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

The report presents to Members recommended guidelines for the preparation of the 2012/13 estimates and the projections for 2013/14 and 2014/15 for endorsement prior to their issue to budget holders.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

subject to any comments, the proposed Budget Preparation Guidelines, as detailed at Appendix A to the report, be approved.

3. KEY ISSUES

- 3.1 The 2010 Spending Review determined the basis for the financial settlements for the next three years. The decrease in grant for 2011/12, on a like for like basis, was 15.2%. A smaller reduction is proposed for 2012/13, see table below. It is assumed that no further reduction will be made in 2013/14.

Adjusted Formula Grant 2010/11	Formula Grant 2011/12	Decrease in Grant
£5,538,338	£4,696,532	£841,806
Adjusted Formula Grant 2011/12	Formula Grant 2012/13	Decrease in Grant
£4,377,679	£4,067,975	£309,704

- 3.2 The preparation of the 2012/13 budget will be based upon existing levels of service after taking into account any approved changes. The suggested guidelines for 2012/13 – 2014/15 are attached at Appendix 1 for Members' consideration.

**EXECUTIVE
COMMITTEE**

23rd August 2011

- 3.3 For 2011/12 the Government encouraged local authorities to freeze or reduce Council Tax by offering the equivalent of a 2.5% increase in terms of a grant.

Inflation

- 3.4 For a number of years now price inflation has only been applied in line with contractual obligations. There have been no other general increases for inflation. This practice obviously places its own pressures on service budgets. Budget holders are asked to identify any budget pressures such as this as part of the budget preparation process.

Financial Implications

- 3.5 Owing to the cuts in central government grant there is a need to reduce expenditure. Officers will be asked to identify potential savings as part of the budget preparation process.

Legal Implications

- 3.6 The Council is legally required to set a balanced budget. It therefore needs to consider inflationary pressures when preparing budget forecasts.

Service/Operational Implications

- 3.7 The proposed central government grant reductions could have service and operational implications if savings cannot be achieved through effective procurement, the programme of Shared Services and Transformation and other efficiency measures.

Customer / Equalities and Diversity Implications

- 3.8 There are no direct such implications.

4. RISK MANAGEMENT

If the Council fails to take into account inflationary pressures on its budgets then overspends could occur which impact on service delivery.

5. APPENDICES

Appendix 1 - Budget Guidelines – 2012/13 Initial Estimates and Projections for 2013/14 and 2014/15.

**EXECUTIVE
COMMITTEE**

23rd August 2011

6. BACKGROUND PAPERS

There are no background papers..

AUTHOR OF REPORT

Name: Teresa Kristunas
E Mail: teresa.kristunas@bromsgroveandredditchbc.gov.uk
Tel: 01527 64252 ext 3295

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

**BUDGET PREPARATION GUIDELINES
2012/13 INITIAL ESTIMATES
AND PROJECTIONS FOR 2013/14 and 2014/15**

The following guidelines must be adhered to in the preparation of the 2012/13 Initial Estimates and the projections for 2013/14 and 2014/15

1. **General**

Support Service/Management Costs

- 1.1 The reallocation of support service/management costs will be calculated by Financial Services and incorporated into budgets as part of the estimates process.

Capital Charges

- 1.2 Capital charges will be calculated by Financial Services and incorporated into budgets as part of the estimates process.

Inflation

- 1.3 Price inflation will be applied in line with contractual obligations, for example on the budgets for supply contracts where the contracts have been re-tendered during the year. There will be no other general increases for inflation.

Bids/Budget Pressures

- 1.4 Any bids for additional budget provision to meet either one off or ongoing service needs will be collated by Financial Services for consideration by the Senior/Corporate Management Team (SMT/CMT). The bids presented to SMT/CMT will be prioritised for presentation to Members.

Savings/Income Shortfalls

- 1.5 Any savings or income shortfalls identified during the budget preparation process should be included on the worksheets provided which will be collated by Financial Services.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

2. 2012/13 Initial Estimates

April 2012 Pay Award and Pensions

2.1 The pay award for 2012/13 has yet to be negotiated. **It is assumed that due to the financial constraints and limited finance available for the Council to provide services there will be no general pay increase for 2012/13. Officers will continue to review this position during the budget process.**

2.2 The employer's contributions rate for 2012/13 is 23.1%.

Fees and Charges

2.3. Fees and Charges increases should be subject to separate reports to the January 2012 Executive Committee meeting. Based on current projections as to the inflation level during 2012/13 the income budgets for each Service area / Directorate should show an overall increase of at least **2.5%**.

Inflation

2.4 Price inflation will be applied in line with contractual obligations. There will be no general increase for inflation. **Utilities will be increased by 10% to reflect current projections for future years. Officers will continue to review the position to reflect any changes in assumptions during the budget process.**

Growth/Pressures

2.5. Items which represent real growth/pressures in service areas will only be included in service budgets if they have previously been approved by members. Any additional spending requirements should be separately identify as bids/pressures during the budget process on the spreadsheets provided.

Grants and Subsidies

2.6. Only those grants and subsidies receivable in 2012/13 and notified by 31st December 2011 should be included in the draft budgets.

2.7. Any such income having ceased in 2011/12 must not be included in the 2012/13 estimates.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

- 2.8 Where applications have been made for grants, etc, but no notification has been received, the matter must be referred to the relevant finance officer for guidance.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

Other issues

- 2.9. Any specific issues relating to service areas where budget holders are uncertain as to the processes to be followed should initially be discussed with the appropriate finance officer or the Financial Services Manager who will provide the necessary guidance.

3. **2013/14 Projections**

April 2013 Pay Award and Pensions

- 3.1 The pay award due in April 2013 has yet to be negotiated. **The Projections for 2010/11 will include a 1% provision.**
- 3.2. The employer's superannuation contributions rate for 2013/14 is 23.9%. However, the next actuarial review is due on the 31st March 2013.

Inflation

- 3.3 There will be no general increase for inflation. Inflation will only be applied to meet contractual obligations.

Growth

- 3.4 Items which represent real growth in service areas will only be included in service budgets if they have previously been approved by Members.

4. **2014/15 Projections**

April 2011 Pay Award and Pensions

- 4.1 The pay award due in April 2011 has yet to be negotiated. **The Projections for 2014/15 will include a 1% provision.**
- 4.2. The employer's contributions rate for 2014/15 is provisionally set at 25.0%. However, the next actuarial review is due on the 31st March 2013.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

Inflation

- 4.3 There will be no general increase for inflation. Inflation will only be applied to meet contractual obligations.

Growth

- 4.4 Items which represent real growth in service areas will only be included in service budgets if they have previously been approved by Members.

**EXECUTIVE
COMMITTEE**

23rd August 2011

**JOINT ENVIRONMENTAL ENFORCEMENT STRATEGY
REVISED FIXED PENALTY NOTICE SUMS AND
WASTE & STREET SCENE PUBLICITY PLAN 2011 - 2013**

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder - Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans, Head of Environmental Services
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

The report seeks approval for the Joint Environmental Enforcement Strategy and amendments to Fixed Penalty Notice amounts which both support the move to a shared environmental enforcement service. The report also contains details of the planned waste and street scene publicity and campaign work from 2011 - 2013.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that

- 1) **Members approve and adopt the Joint Environmental Enforcement Strategy, as attached to the report at Appendix 1; and**

to **RESOLVE** that
- 2) **Members approve and adopt the recommended levels for Fixed Penalty Notices as set out in Appendix 2 to the report, on the basis that these amounts will form part of the Council's fees and charges and will be subject to future adjustment by Executive as part of the annual review of fees and charges; and**
- 3) **Members approve the three-year Waste and Street Scene Publicity Plan 2011 – 2013 as set out in Appendix 3 to the report.**

**EXECUTIVE
COMMITTEE**23rd August 2011

3. KEY ISSUES**Financial Implications**

- 3.1 The changes to the amounts levied through Fixed Penalty Notices will not have any significant financial effect as the number of notices issued per annum is low.
- 3.2 The costs of delivering the Waste & Street Scene Publicity Plan will be met through existing budgets.

Legal Implications

- 3.3 Under the Environmental Protection Act (EPA) 1990, the Council has a duty to keep streets and public spaces clean and clear of litter and refuse. A range of powers for local authorities came into effect under the Clean Neighbourhoods and Environment Act (CNEA) 2005. The CNEA has extended local authority powers to deal with issues that are considered environmental crime.

Service/Operational Implications

- 3.4 Redditch Borough Council has undertaken enforcement action in relation to environmental offences like littering, fly-tipping and dog fouling since 2006 and employs two environmental enforcement officers.
- 3.5 In June 2011 Bromsgrove District Council approved the Joint Environmental Enforcement Strategy (Appendix 1) and the appointment of an Environmental Enforcement Officer. As part of the on-going shared services programme, environmental enforcement will be delivered as a shared service and it is recommended that Fixed Penalty Notice amounts are standardised across the two Councils. Appendix 2 details the Fixed Penalty Notice amounts that are recommended.
- 3.6 Publicity and campaign work in relation to waste and street scene services has been carried out in the Borough for a number of years. Raising awareness is an important part of these services and has always been encouraged and supported by Members. Awareness raising is also seen as an essential part of the Council's Environmental Enforcement Strategy.
- 3.7 The Joint Environmental Enforcement Strategy reflects our existing work and supports methods that have proven to be successful.

**EXECUTIVE
COMMITTEE****23rd August 2011**

A graduated 5 stage approach continues to be a fundamental principle in applying enforcement activity ranging from Stage 1 for less serious offences, through to Stage 5 as detailed below;

Stage 1	Advice given
Stage 2	Verbal warning
Stage 3	Written warning
Stage 4	Fixed penalty notice
Stage 5	Court proceedings.

- 3.8 Appendix 2 outlines suggested levels of Fixed Penalty Notice charges. Whilst the amounts for some offences increase slightly, offenders can pay the reduced rate which is currently already set in the Borough, if they pay within 10 days. Environmental Enforcement Officers will continue to use their discretion regarding the level of action which is taken and the issuing of Fixed Penalty Notices.
- 3.9 The following are examples of publicity and awareness raising campaigns that have been carried out in recent years:
- a) 'Rikki Says' campaign to promote anti litter, dog fouling and recycling messages;
 - b) Information about/promotion of recycling services prior to alternate weekly collection service (AWC);
 - c) Anti-fly-tipping, litter and dog fouling through the 'Worth it' campaign;
 - d) Information and promotion of alternate weekly collection service (2006/07);
 - e) Additional materials to recycle – EnviroSort campaign (2009);
 - f) Trial garden waste collection service (2010);
 - g) Dog fouling awareness (2010).
- 3.10 The Waste & Street Scene Publicity Plan 2011 – 2013 (Appendix 3) focuses on 7 key objectives which are outlined in the Environmental Service Business Plan 2011-12 or the Joint Municipal Waste Management Strategy for Herefordshire & Worcestershire. All objective are waste or street scene related issues that are of a concern to residents of both authorities and the authorities themselves:
- a) To understand the requirements of our customers for street scene & waste services;

**EXECUTIVE
COMMITTEE**

23rd August 2011

- b) To decrease tonnage of food waste in grey bins;
 - c) To decrease incidents of dog fouling on pavements and open spaces;
 - d) To decrease incidents of fly tipping;
 - e) To decrease incidents of littering;
 - f) To increase reuse tonnage from household waste;
 - g) To increase tonnage of recyclables collected from household waste;
 - h) To decrease tonnage of compostable materials collected in grey bins.
- 3.11 The plan details a number of targeted campaigns covering street scene and waste issues for both authorities and a mix of communication approaches will be utilised in promoting services messages. The 3 year plan is structured around 5 key themes of food waste, dog fouling, recycling, fly-tipping and litter.
- 3.12 Whilst the Enforcement Officer can use discretion in carrying out environmental enforcement, based on the five stage approach it is recommended that the Council adopt a 'zero tolerance' approach during campaign periods. This will mean that whilst the Enforcement Officers can still use discretion in dealing with dog fouling and littering offences, we will:
- a) promote the 'zero tolerance' message in our publicity materials by saying that residents themselves have a zero tolerance of these crimes; and;
 - b) escalate the action we take to a higher level – i.e. issue more fixed penalty notices during campaign periods when awareness levels are raised through press releases, posters, leaflets engagement with residents and patrols of target areas.
- 3.13 There are a number of different messages to convey at different points in the year and often to different audiences, therefore a range of diverse communication tools are required to help us to do this and more importantly to engage with our customers. These include Redditch Matters, social networking sites, Council Website, direct emails, livery on waste collection vehicles and the electric vehicle, attending events, working with the local media.

**EXECUTIVE
COMMITTEE**

23rd August 2011

Customer / Equalities and Diversity Implications

- 3.14 As outlined above, the plan recognises that different audiences require different communication methods and a range of methods will be used as indicated in Appendix 3.

4. RISK MANAGEMENT

- 4.1 The main risks associated with the details included in this report are:

- a) Increasing Environmental Crime;
- b) Unsafe communities (real and perceived);
- c) Negative Impact on street cleanliness and associated performance indicators.

- 4.2 Currently the risks identified are not addressed by any risk register and will be added to the Environmental Services risk register in due course.

5. APPENDICES

Appendix 1 – Joint Environmental Enforcement Strategy.

Appendix 2 – Fixed Penalty Notice Amounts.

Appendix 3 – Waste & Street Scene Publicity Plan 2011 - 2014.

6. BACKGROUND PAPERS

There are no specific background papers.

AUTHOR OF REPORT

Name: Sue Horrobin and Anna Wardell-Hill

E Mail: sue.horrobin@bromsgroveandredditch.gov.uk

anna.wardell-hill@bromsgroveandredditch.gov.uk

Tel: (01527) 64252 extn. 3706 or extn. 3700

Joint Environmental Enforcement Strategy
Bromsgrove District Council & Redditch Borough Council

1.0 Introduction – Why do we need a Strategy?

- 1.1 In order to reduce crime and the fear of crime within a neighbourhood, signs of even low level crimes such as environmental crimes, need to be removed or reduced, as litter and dirty streets, graffiti, dumped rubbish and cars all give a feeling of unease whilst at the same time encouraging similar criminal behaviour. Environmental crimes have an adverse impact on the local environment and quality of life.
- 1.2 To mitigate against environmental crime, this Strategy focuses on not only the traditional aspects of environmental management, such as litter picking and sweeping and enforcement but also the softer elements such as advice giving and education (including both perpetrators and observers). However, by ensuring cases which do lead to enforcement are well publicised, a clear message will be sent out to other potential perpetrators of environmental crime.
- 1.3 Under the Environmental Protection Act (EPA) 1990, the Council has a duty to keep streets and public spaces clean and clear of litter and refuse. A range of powers for local authorities came into effect under the Clean Neighbourhoods and Environment Act (CNEA) 2005. The CNEA has extended local authority powers to deal with issues that are considered environmental crime.
- 1.4 This Strategy supports Bromsgrove District Council's priorities of economic development, town centre and one community and all three Redditch Borough Council priorities – i.e. enterprising, safe and clean and green.

2.0 What is classed as 'environmental crime'?

- 2.1 The following are classed as environmental crimes and powers are given to Local Authorities to tackle these primarily through the EPA 1990, the CNEA 2004 and include:

2.2 Litter

Includes the offence of dropping litter as well as litter emanating from a business or littered private land which is open to the public such as a retail park or train station. Litter can also emanate from a premises which is not containing refuse correctly.

2.3 Fly-tipping

Varies in size from a single mattress or black bin bag to large-scale truck loads of construction, demolition and excavation waste. Some illegal dumps, whilst small in size, can be serious particularly if hazardous waste is involved. Waste is classed as a fly-tip if it is too large to be removed by a normal hand sweeping barrow. In simple terms, a single full bin bag upwards would constitute a fly-tip. Similarly several carrier bags full of rubbish dumped together would also constitute a single fly-tip. The majority of fly-tipping in Redditch is small amounts of domestic waste. In the more rural areas of Bromsgrove there are more instances of commercial loads of fly-tipping such as tyres, business or construction waste.

Appendix 1 – Joint Environmental Enforcement Strategy

2.3 Dog fouling

Offences whereby owners allow their dogs to foul on public open spaces. Please note that this enforcement activity does not include dog control orders or stray dogs, these are dealt with by Regulatory Services.

2.4 Abandoned vehicles and nuisance vehicles

Councils have a duty to deal with abandoned vehicles and can issue Fixed Penalty Notices for the offence. Please note that this enforcement activity does not carry out enforcement activities in relation to parking offences. In Redditch there is also a local policy which deals with the problem of untaxed nuisance vehicles which are parked on Council land which can be extended across Bromsgrove.

2.5 Graffiti and fly-posting

We are currently working on a cross service/partnership approach to tackling graffiti and fly-posting where the responsibilities of the different agencies and land owners will be clarified. However, environmental enforcement officers and Anti Social Behaviour Officers will take enforcement action in relation to these issues.

2.6 Waste

Covers offences in relation to waste receptacles, such as leaving bins permanently on public land, and non compliance with the Statutory Notice issued to all householders in relation to the household waste service. Covers both household and commercial waste issues, e.g. checking on waste transfer notes or waste carrier's licences

3.0 Levels of Enforcement

3.1 The interface between giving advice and more serious enforcement action is critical. In Bromsgrove and Redditch a staged approach is used as outlined below:

Stage 1	Advice given
Stage 2	Verbal warning
Stage 3	Written warning
Stage 4	Fixed penalty notice
Stage 5	Court proceedings

3.2 Environmental Enforcement Officers are given complete discretion towards the severity of the penalty. It should also be noted it is not necessary to progress through the stages and offences can be taken to stage 5 on a first account if this is considered appropriate.

3.3 The authorities will use the power whereby a discount on a FPN can be offered for early payment – full details of the amounts for the various offences are set out in appendix C. The standard period for payment of fixed penalties is set in the legislation at 14 days. Once a FPN has been issued, an authority cannot prosecute for the alleged offence if the fixed penalty is paid within this period and this must be stated on the notice itself. For this reason, the period during which a discount for early payment is offered, must be less than 14 days and to avoid confusion, guidance recommends that it should not be more than 10 days.

4.0 Awareness raising

- 4.1 An important part of the role of enforcement officers is to carry out proactive visible enforcement to tackle problems like littering and dog fouling.
- 4.2 Campaigning and the use of good quality promotional materials – statutory notices, standard letters, stickers, cards etc. plays an important part of this enforcement strategy. Additionally, regular publicity to promote our enforcement activities will take place, and we will ensure that we publicise successful outcomes in relation to a specific event.

5.0 Partnerships across the Council and with other Agencies

- 5.1 Environmental enforcement work supplements and forms part of our street cleaning and waste collection services. It supplements the schedules which are in place to keep the streets and other public open spaces clean and tidy and household waste collection services.
- 5.2 Working together with other service areas and agencies like social landlords is a critical part of the approach to tackling environmental crime. For example, in Redditch there are regular walkabouts in conjunction with tenancy and ASB officers as well as community support officers and police. Support of and attendance at events like PACT meetings is also an important part of our Strategy.

6.0 How do we check that what we are doing is working?

- 6.1 We will provide regular updates to Members on enforcement work and also report activities in relation to fly-tipping through the Flycapture database and any other such reporting systems that are required in the future.

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
1	Nuisance Parking	Amount fixed at £100	Local authority authorised officers	s.6(1) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> • functions under Refuse Disposal (Amenity) Act 1978 • functions under sections 99-102 Road Traffic Regulation Act 1984 • enforcement of sections 3 and 4 Clean Neighbourhoods and Environment Act 2005 	Fixed £100	n/a
2	Abandoning a vehicle	Amount fixed at £200	Local authority authorised officers	s.2A(1) Refuse Disposal (Amenity) Act 1978	<ul style="list-style-type: none"> • Functions under the Refuse Disposal (Amenity) Act 1978 • functions under sections 99-102 Road Traffic Regulations Act 1984 • enforcement of sections 3 and 4 Clean Neighbourhoods and Environment Act 2005 	Fixed £200	n/a
3	Litter	Can be set at local level (between £50-£80). Default £75	Litter authority ² authorised officers, including persons not directly employed by the authority such as Police Community Support Officers	s.88(1) Environmental Protection Act 1990	<ul style="list-style-type: none"> • Litter-related functions under Part 4, Environmental Protection Act 1990 • Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 • Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75 (currently set at £50)	£50
4	Street litter control notices and litter clearing notices	Can be set at local level (between £75-110). Default £100	Principal Litter authority authorised officers	s.94A(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> • Litter-related functions under Part 4, Environmental Protection Act 1990 • Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 • Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£100 (currently set at £50)	£75

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
5	Unauthorised distribution of literature on designated land	Can be set at local level between £50-£80). Default £75	Principal litter authority authorised officers, including persons not directly employed by the authority	Schedule 3A, para. 7(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> Litter-related functions under Part 4, Environmental Protection Act 1990 Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75	£50
6	Graffiti and fly-posting	Can be set at local level (between £50-£80). Default £75	Local authority ² authorised officers, including persons not directly employed by the authority such as Police Community Support Officers	s. 43 Anti-social Behaviour Act 2003	<ul style="list-style-type: none"> Litter-related functions under Part 4, Environmental Protection Act 1990 Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75 (currently set at £50)	£50
7	Failure to produce authority (waste transfer notes)	Amount fixed at £300	Officers of Waste collection authorities/ Environment Agency	s. 5B(2) Control of Pollution (Amendment Act 1989	<ul style="list-style-type: none"> functions, including enforcement concerning offences, under section 5 Control of Pollution (Amendment) Act 1989 	Fixed £300	n/a

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
8	Failure to furnish documentation (waste carrier's licence)	Amount fixed at £300	Officers of Waste collection authorities/ Environment Agency	s. 34A(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> • functions including enforcement concerning offences, under Part 2 Environmental Protection Act 1990 	Fixed £300	n/a
9	Offences in relation to waste receptacles	Can be set at local level (between £75-£110). Default £100	Waste collection authority authorised officers	s.47ZA(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> • Functions, including enforcement concerning offences, under Part 2 Environmental Protection Act 1990 	£100 (currently set at £50)	£75
10	Offences under Dog Control Orders	Can be set at local level (between £50-£80). Default £75	Authorised officers of primary and secondary authorities, including persons not directly employed by the authority such as Police Community Support Officers	s. 59(2) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> • Litter-related functions under Part 4, Environmental Protection Act 1990 • Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 • Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75 (currently set at £50)	£50

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
11	Failure to nominate key-holder (within an alarm notification area) or to notify local authority in writing of nominated key-holder's details	Can be set at local level (between £50-£80). Default £75	Local authority authorised officers, including persons not directly employed by the authority	s. 73(2) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> • Functions under Chapter 1, Part 7 Clean Neighbourhoods and Environment Act 2005 • functions under the Noise Act 1996 • functions under sections 79 to 82 of the Environmental Protection Act 1990, in connection with statutory nuisances and noise 	Dealt with by Regulatory Services	
12	Noise from dwellings Noise from licensed premises	Can be set at local level (between £75-110). Default £100 Amount fixed at £500	Local authority officers Local authority officers	s. 8 noise Act 1996	<ul style="list-style-type: none"> • functions under the Noise Act 1996 • functions under Chapter 1, Part 7 Clean Neighbourhoods and Environment Act 2005 • functions under sections under 79 to 82 of the Environmental Protection Act 1990, in connection with statutory nuisances and noise. 	Dealt with by Regulatory Services	

* The CNEA introduced a power for authorities to offer a discount for early payment of a fixed penalty. There is a standard period for payment of fixed penalties, set in the legislation at 14 days. Once a FPN has been issued, an authority cannot prosecute for the alleged offence if the fixed penalty is paid within this period and this must be stated on the notice itself. For this reason, the period during which a discount for early payment is offered, must be less than 14 days and to avoid confusion, guidance recommends that it should not be more than 10 days.

Street Scene and Waste Communications Strategy & Action Plan

Bromsgrove District Council & Redditch Borough Council
Environmental Services
2011-2013

1. Introduction

- 1.1 With the shared nature of Bromsgrove District and Redditch Borough Council's Waste and Street Scene Policy, Performance and Publicity team (PPP), waste and street scheme related communications will be coordinated across the two neighbouring authorities.
- 1.2 This opportunity allows not only financial savings but also the opportunity to synchronize messages to residents in both areas.
- 1.3 2010/11 saw the step change for both authorities with the introduction of the comingled recycling service and much effort was concerted into communicating this change to all residents that would be affected. With support from Worcestershire County Council and WRAP new livery, banners, calendars, service leaflets, letters, residents' magazines, press adverts, road shows were all employed in this effort.
- 1.4 This year also saw a real increase in the use of electronic communications for the service by means of social networking sites as well as the now already established council website. With the two instances of bad snow and ice weather experienced 'e-communications' proved to be the most fitting and convenient method of keeping our residents in touch about our services and will be something we look to utilise more in the future.

2. Review

- 2.1 Both authorities have been separately managing their waste and street scene communications individually although they have often communicated that same messages and the same time of year and often through the same medium.
- 2.2 No formal communications strategy has been adopted by either authority in the past and the relevant officers have managed the communication of messages on a day to day basis and in line with national campaigns and regional waste initiatives.
- 2.3 Successes for the past few years communications have included:

- **Social Network / Email updates** (E.g. Bad Weather Working Plan)

Using social networking sites has become a hugely popular method of communication over the past 2 years and many residents will engage in some way with this kind of networking. Using Facebook, Twitter and other such sites enables us to disseminate message quickly and to provide ongoing updates on a regular basis at no financial outlay to the

council. The use of emails to disseminate information that can quickly change has been successfully put into place through the bad weather working arrangements.

- **Parish and Village Newsletters for localised and general information** (E.g Changes to waste collection services)

BDC has been criticized in the past for not communicating messages to all its residents and that the local newspapers do not cover the entire district. In order to address this reliance on local press has reduced greatly and instead the use of more localise newsletters has been employed.

- **Actively engaging with residents on the streets** (E.g Dog Fouling Campaign Activities)

RBC have been using innovative methods to target dog fouling issues which have proved effective in stimulating local residents in the issues and engaging directly with those that have the concerns. Standing shoulder to shoulder with residents and being a very recognisable figure enables residents to recognise someone is taking action and the authority is addressing a particular issue. This very visual way of communicating is time consuming and therefore resource intensive however possibly produces the best results.

- **Customer Focus Groups** (E.g Changes to Waste Services)

BDC ran a focus group to engage with residents on how to communicate the 2009 changes to waste services. Although not initially intended as a communication tool, this group proved very effective in engaging with our local community and allow them to have an input into the way in which we communicated our message. Where possible this kind of focus group should be employed to help shape the way we deliver our message and also what messages we deliver.

2.4 Other innovative ideas such as using the Life channel to advertise in GP surgeries to reach target audiences in the community have been employed in an attempt to engage with often difficult to reach groups. Although not quantifiable in terms of how many residents were actually touched by this method of communication, we have statistics to provide an average footfall and demographic make up of the regular visitors to the GP surgeries and we found this useful in targeting females and the elderly.

2.5 It is intended that by planning in the communications for waste and street scene issues we will be able to manage resources more effectively, include all the relevant stakeholders and deliver well though through campaigns which therefore are more likely to deliver the expected results.

3. Strategy

- 3.1 PPP will proactively plan a number of targeted campaigns covering street scene and waste issues for both authorities. A mix of communication approaches will be utilised in promoting services messages. We have a number of different messages to convey at different points in the year and often to different audiences therefore a range of diverse communication tools are required to help us to do this and more importantly to engage with our customers.
- 3.2 Residents Magazines
Bromsgrove: Together Bromsgrove is published 2 times per year (Summer and Winter)
Redditch: Redditch Matters is published 3 times per year (Spring, Summer and Winter)
- 3.3 For each edition published at least 1 full page devoted to a service specific issue will be printed and distributed to all residents within each authority.
- 3.4 New Residents Pack
This will be a new feature for both authorities whereby service specific information will be distributed to new residents of the area. In particular information concerning the new householders refuse and recycling service will be of utmost importance.
- 3.5 Social Networking
For both authorities social networking sites (currently Facebook, Twitter) will be utilised in all possible areas as this proves an efficient and quick method of deploying message. Social networking sites will be the particular focus for any service disruption alerts (e.g. disruption to waste collections due to snow and ice)
- 3.6 Council Websites
All areas of both authority website will be kept up to date with relevant and useful service information. This will continue to be a primary source of information for all our residents and Customer Service Centres alike and therefore needs to be current and easily navigable in order to find the desired information.
- 3.7 Direct Emails
Direct mails will be sent to parish councils and elected councillors and where appropriate customer email addresses to update and advise on forthcoming events, service changes etc.

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

3.8 Livery

The vehicles used in delivering council services are a valuable asset to each authority, in using the vehicles to advertise and promote our street scene and waste services we are able to take our messages into our communities for relatively little outlay providing vast opportunities to be seen. All future refuse and recycling vehicles will be procured with an in built livery solution installed.

3.9 Events

Each authority has a calendar of annual events which have historically been attended by the waste services department. The PPP team will attend events where appropriate to communicate services message with residents. Such events are valuable in gaining face to face contact with residents and also allows for feedback to be used to improve specific service areas.

3.10 Other opportunities to meet

Other less formal events will also be valuable in allowing face to face communication with residents such as stands at a Customer Service Centre or greeting dog owners in local parks to give advice on dog fouling.

3.11 Local press

Press releases allow messages and photos to be circulated in 78,956 copies in BDC and 97,307 copies in RBC. Although coverage of the local papers is not 100%, use of press release does deliver a message to a high proportion of both areas. Press releases are also circulated to local radio stations and in the past there has been support via this medium although to a lesser extent than newspapers.

3.12 Consultation

There is a need to engage with our customers on a more formal basis to understand fully the effectiveness of our services and to ensure each Council is providing services which are fit for purpose for our customers. **A focus group to fully understand the requirements of our customers will be organised for both authorities. At these focus groups we will gather feedback on street scene and waste services and on the communications strategy and plan contained in this document.**

4. Key Objectives

The strategy intends to focus on 7 key objectives which are outlined in the Environmental Service Business Plan 2011-12 or the Joint Municipal Waste Management Strategy for Herefordshire & Worcestershire. All objective are waste or street scene related issues that are of a concern to residents of both authorities and which are concerns for the authorities themselves.

- 4.1 Understand the requirements of our customers for street scene & waste services
- 4.2 Decrease tonnage of food waste in grey bins
- 4.3 Decrease incidents of dog fouling on pavements and open spaces
- 4.4 Decrease incidents of fly tipping
- 4.5 Decrease incidents of littering
- 4.6 Increase reuse tonnage from household waste
- 4.7 Increase tonnage of recyclables collected from household waste
- 4.8 Decrease tonnage of compostables collected in grey bins

5. Campaign Planner

; Strategy 2011-2013

5.1

Objective/ Target audience/ Message	Communication Tools	Anticipated Results	Resources Required	Timescales / Frequency
<p>Food Waste</p> <p>3.1 Reduce the volume of food ending up in grey bins. On average £50 of food per family per month is thrown away</p> <p>Target Audience: Procurers, cooks, consumers of food in the home environment.</p> <p>Primarily aimed at females</p> <p>Message:</p> <p><i>Only buy the food you need</i> <i>Perfect Portions</i> <i>Love your leftovers</i> <i>Store food correctly</i></p>	<p>LFHW livery</p> <p>Face to face (events)</p> <p>Link to LFHW website from Council pages</p> <p>Press releases</p>	<p>Reduction of uncooked food and packeted food in grey bins.</p> <p>There is no requirement from WRAP to measure performance therefore success will only be anecdotal.</p>	<p>LFHW Livery Banners Leaflets (Above funded by WRAP)</p> <p>Giveaway bags (Supplies already secured)</p> <p>Staff time</p>	<p>Apr – Jun 2011</p> <p>Aim for 1 event in each district per month for 2011 WRAP Campaign</p> <p>Jan – Mar 2012</p>

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

<p>Dog Fouling</p> <p>3.2 Decrease the incidents of dog fouling on pavements and open spaces</p> <p>Target audience: Dog Owners</p> <p>Message:</p> <p><i>Clean up after your dog</i></p>	<p>Anti-dog fouling Livery</p> <p>Press release</p> <p>Repair or replace damaged dog bins</p> <p>Temporary signs</p> <p>Poo Spraying</p> <p>High visibility of 'Dog Wardens'</p> <p>Web Site & social networking</p> <p>Leaflets</p> <p>Dog poo bags</p>	<p>A reduction in observed dog fouling and dog fouling complaints on pavements and open spaces</p>	<p>£2,400 per authority for livery – Agrippa</p> <p>Signs £450</p> <p>Spray paint £ 50</p> <p>Leaflets £ 200</p> <p>Enforcement Team to highlight target sites for RBC</p> <p>Street cleansing to highlight target sites for BDC</p> <p>Reports from Oneserve and M3 to quantify number of complaints.</p> <p>Anecdotal reports of fouling from residents will also be taken into account for site selection.</p> <p>Poo Bags – already procured Hi Vis Vest – already procured</p>	<p>Jul – Oct 2011 Street Theatre & Morton Stanley festival</p> <p>Apr - Jun 2012</p> <p>Jul - Oct 2013 Arrow Valley Scarecrow Festival</p>
--	--	--	---	---

<p>Fly Tipping 3.3 Decrease the incidents of fly tipping</p> <p>Target audience: Illegal fly tippers, both commercial and household</p> <p>Message:</p> <p><i>Dispose of your waste lawfully</i></p>	<p>Anti-fly tipping livery</p> <p>Covert surveillance with EA & widespread PR coverage of perpetrators</p> <p>Business Rates Leaflet mailer</p> <p>Duty of care checks on builders, tyre fitter, household clearance and waste disposal businesses</p> <p>Website & social networking</p> <p>Banners displayed at prominent fly tipping hot spots.</p>	<p>Reduction in number of fly tipping incidents</p> <p>At least 1 prosecuted fly tipper in each local authority</p>	<p>£2,400 per authority for livery – Agrippa Input required from Legal Team @ BDC</p> <p>EA required for surveillance</p> <p>Revenue department for business rates mailer £300 per authority for postage</p> <p>Print & Design for leaflet</p> <p>Enforcement for duty of care inspections</p>	<p>Jan – Mar 2012</p> <p>Jan - Mar 2013</p>
---	--	---	--	---

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

<p>Litter</p> <p>3.4 Decrease incidents of littering</p> <p>Target audience: All residents of both authorities</p> <p>All visitors to both authority areas</p> <p>Message: <i>Don't drop litter.</i></p> <p><i>Dispose of litter in a litter bin</i></p>	<p>Anti-littering livery</p> <p>Press release</p> <p>Website & social networking</p> <p>We're watching you campaign (incentivising those using litter bins and issuing FPN's for those that don't)</p> <p>Repair or replace damaged litter bins</p> <p>Organise litter picks</p> <p>Banners in high profile locations</p> <p>Cigarette butt pocket ashtrays</p> <p>Crew Training</p>	<p>General awareness raising on dropping litter</p> <p>A reduction in the occurrence of problem litter at target sites</p>	<p>Enforcement Team to highlight target sites for RBC</p> <p>Street cleansing to highlight target sites for BDC</p> <p>Reports from Oneserve and M3 to quantify number of complaints.</p> <p>Anecdotal reports of fouling.</p> <p>Banners £1000</p> <p>Cigarette Butt pocket ashtrays £1500</p>	<p>Jul – Oct 2012</p> <p>Street Theatre & Moreton Stanley Festival</p> <p>Apr - Jun 2013</p>
---	--	--	---	--

<p>Recycling</p> <p>3.5 Increase tonnage of recyclables collected from household waste</p> <p>Target audience: All residents especially those new to the area</p> <p>Message:</p> <p><i>Recycle all the items you possibly can in your green bin, household recycling sites or bring sites</i></p>	<p>Website & social networking</p> <p>New Residents pack</p> <p>Recycle livery at Christmas</p> <p>Newspaper adverts / advertorials</p>	<p>New residents will understand the recycling service and be able to participate</p>	<p>£1000</p> <p>£1500</p>	<p>Nov – Dec 2011</p> <p>Recycle Now week 20-26 June</p> <p>Nov – Dec 2012</p> <p>Nov – Dec 2013</p> <p>Dates tbc for 2012 & 2013</p>
<p>Composting (Also see LFHW)</p> <p>3.6 Decrease tonnage of compostables collected in grey bins</p> <p>Target audience: All residents especially those new to the area</p> <p>Message:</p> <p><i>Try home composting, in sink macerators</i></p>	<p>Website & social networking</p> <p>New Residents pack</p> <p>Master composter events</p>	<p>Residents will be aware of their choice with regards to compostable waste</p>		<p>Compost awareness week 1 – 7 May 2011</p> <p>Dates tbc for 2012 & 2013</p>

5.2 A comprehensive action plan for all campaigns to identify timescales, individual tasks and responsibilities has been produced to ensure timely and consistent working across both authorities.

6. Campaign Details

6.1 Love Food Hate Waste

In 2007 WRAP released a report identifying that on average families waste around £50 per month throwing food waste away. This equates to around 8.3 million tonnes of food and drink in the UK each year. The cost of food waste disposal is ultimately passed onto the householder and therefore residents are paying twice for the food they waste.

6.1.1 Timing:

This is a regional West Midlands LFHW campaign coordinated by Shropshire County Council. Funding secured to procure livery, leaflets, fleeces, t-shirts, table cloths, menu cards and give-aways. Launch date 8th March and runs until June 2011 in line with bid requirements.

6.1.2 Focus:

The 2 main reasons for throwing food away are cooking too much and letting food go off before eating it. The majority of people do not admit to wasting food as they do not acknowledge it, those households with children are the worse offenders per household whilst single person households waste the most per capita. Age also plays a part with younger adults wasting more than the older age groups.

The issue of wasting food does quite often need to be teased out of individuals and therefore officers will have to go down a line of questioning to identify what items each particular resident will waste. Aim to be as helpful as possible giving suggestions and advice about food storage, meal planning and using left over's etc but make sure the tone of voice does not come over as preachy or authoritative.

Each authority is to arrange and hold events to speak face to face with residents and engage with them about food waste.

Key behaviours to address:

- Meal Planning
- Writing Shopping Lists
- Checking Cupboards before shopping
- Food rotation and dates
- Freezing Food
- Perfect Portions
- Using Leftovers
- Food Storage

6.1.3 Aim:

To engage with a minimum of 100 residents of BDC and RBC (inclusive)

To identify food waste within the home

To suggest methods of food waste reduction using ideas from the LFHW website (or personal experience as appropriate)

6.1.4 Plan of Action:

- Livery to be applied to freighters
- Website updates
- Ask local communities (shops, libraries etc) to display LFHW posters.
- Arrange **at least 5 LFHW road shows** in each authority area trying to focus on locations where officers can engage with residents and talk at length. Avoid locations where residents will be short of time and unwilling to talk.
- Keep a tally of the number of individuals spoken to.
- Take photograph of stall / event.
- Where appropriate invite other Environmental Services staff to attend event and assist in manning stands
- Press release

6.2 Dog Fouling

Dog fouling is classed as litter by local authorities but it is the most offensive type of litter that many residents will come across. Where dog owners do not clean up after their pet they subject other pedestrians to treading in the mess and often making the issue worse by spreading the fouling incident. The victims of dog fouling are very often children, pushchair and wheelchair users. Dog mess contains infections (toxocariasis) which can cause blindness, fits and asthma.

6.2.1 Timing:

This campaign is timed to coincide with the better weather where it will be easier to engage with dog owners as opposed to during cold, dark and wet periods when people will be less willing to stop and talk when dog walking

6.2.2 Focus:

It is the responsibility of the dog owner or the person in charge of the dog to clear up any dog fouling left by their dog. If owners fail to clean up after their dog, Fixed Penalty Notices can be issued, or if the case goes to court a fine of up to £1000.00. The regulations state specifically, that being unaware that the dog has fouled, or not having a suitable means of removing the faeces is not a reasonable excuse for failing to clean up after a dog. The intention is to advise dog walkers

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

about the illegal side of dog fouling, ensure dog walkers have poo bags with them to clean up after their dog and to make sure they are aware about the risks associated with dog fouling.

6.2.3 Aim:

To engage with as many dog walkers and non dog walkers as possible about the actions being taken

To highlight the abundance of dog fouling in target areas

To reduce the occurrences of dog fouling incidents in selected target areas

6.2.4 Plan of Action:

- Livery to be applied to freighters
- Website & social networking updates
- Repair & replace damaged dog bins
- Select target areas – areas to be chosen through engaging with street cleansing supervisor, enforcement officers, customer complaints and historical information held on areas.
- Officers to be highly visible wearing 'dog warden' vests
- Count number of dog fouling incidents at target location
- Display temporary lamppost signs in prominent locations
- Spray dog foul's with high visibility spray paint
- Post leaflets through residents doors to advise what orange spray paint is for and about campaign
- Actively engage with residents (dog walkers and non-dog walkers alike) to inform them when the campaign is about
- Where dog walkers do not have a poo bag, hand over a poo bag and poo picker and explain why it is important to clean up after the dog
- In 2 weeks return to target location to remove signs, recount and record dog fouling incidents, again actively engaging with residents
- Zero Tolerance on FPN's
- Press release

This high level of action will be sustained for the length of the campaign led by the PPP team. The Enforcement Team and Business Support will be expected to raise their levels of pro active activity in dog fouling issues during the period of the campaign. E.g. actively engaging with residents and being highly visible.

Once the campaign comes to an end, the Enforcement Team should carry on using the spray paint method to identify fouling incidents when ever they are on normal work business and to sustain their high profile dog fouling activities highlighting issues surrounding dog fouling and actively engaging with dog walkers and non dog walkers alike.

6.3 Fly Tipping

Fly tipping offences cost around £143000 across Redditch and Bromsgrove in clean up costs alone (flycapture figure) during 2010-2011. In Bromsgrove fly tipping levels have been an increasing problem with a large proportion of the incidents attributed to commercial waste. In part the levels of fly tipping are encouraged by the large network of quiet country lanes and easy access to the heavily populated conurbations of Birmingham. Redditch suffers less with the problem due in part to the enforcement presence in the authority and also as there is perhaps less opportunity to pass unseen in quiet roads.

6.3.1 Timing:

The campaign will be times to fall immediately before a leaflet concerning business waste that will be included in the business rates invoice in April.

6.3.2 Focus:

There are many different types of fly tipping; this campaign is not concerned with the side waste fly tipping that is considered to be an issue for action under the waste collection service. The fly tipping of concern here is residents choosing to take waste to specific locations to off load waste, aware that this will not constitute part of their AWC service AND commercial fly tipping.

6.3.3 Aim:

To reduce annual levels of fly tipping dumped within the authority
To raise awareness of what fly tipping is
To raise awareness amongst business owners of how to correctly dispose of business waste

6.3.4 Plan of Action:

- Livery applied to freighters
- Website & social networking updates
- Business waste letter sent to all business in authority area
- Enforcement officers to proactively approach business (selected by sector type) to run waste duty of care checks. Evidence of trade waste contracts and waste transfer notes are to be requested and fines issued in accordance with the

authorities Environmental Enforcement Policy. Records of business checked must be kept to maintain a register of checks undertaken and relevant outcomes.

- Banners displayed at fly tipping hotspots
- Press release

6.4 Litter

6.4.1 Timing:

The campaign is planned to fall at time periods where the days will be lighter longer to make engagement on the streets more achievable for officers.

6.4.2 Focus:

Litter is made up of a multitude of waste materials however a large proportion of litter waste can be attributed to food and drink packaging and cigarette ends. The campaign aims to focus directly on individuals and engage with them at the time they have used a litter bin or at the time they have dropped the litter.

6.4.3 Aim:

To encourage residents to use litter bins

To particularly focus on males 18-34 age groups however not discounting all other residents.

To reinforce the positive behaviour of residents using litter bins

6.4.4 Plan of Action:

- Livery applied to freighters
- Press release to launch campaign
- 'We're watching you'. (Incentivising those using litter bins and issuing FPN's for those that don't).
- Repair or replace damaged litter bins
- Display banners at parks, schools, play areas
- Website & social networking updates
- Contact parish councils, community organisations, local businesses etc to arrange monthly litter picks. Encourage the groups to select an area they feel would benefit from the litter pick
- Contact take away food restaurants, pubs and bars to advise on litter issues
- Recruit voluntary litter wardens and supply with high visibility vest, a supply of black sacks and litter picking stick
- Hand out cigarette butt pocket bins to smokers / those dropping cigarette butts

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

- Record how many people have been rewarded and how many have been 'caught' not using litter bins
- Zero Tolerance on FPN's
- Follow up with press release to publish results

This high level of action will be sustained for the length of the campaign led by the PPP team. Enforcement are to sustain the activities by penalising the offenders rather than rewarding the compliers.

6.5 Recycling

6.5.1 Timing:

The main focus of the campaign will run annually throughout November and December in the build up to the festive season to try to encourage residents to recycle the additional waste they will be creating at this time of year. Throughout the year new residents to the authority area will be advised of the recycling service available to them through information in the New Residents Pack.

6.5.2 Focus:

The focus is primarily on Household waste and the kerbside co-mingled green bin collection with some attention paid to bring bank sites and those sites specifically designed for use at multiple occupancy buildings and flats. Due to the time of year some attention will also be paid to other agencies that may be useful in managing household waste e.g. reuse organisations and charity shops etc.

6.5.3 Aim:

To ensure all residents are aware of the materials they can recycle through the council provided collection services
To encourage residents to recycle all materials they can in council provided collection services

6.5.4 Plan of Action:

- Livery applied to freighters
- Press release to launch campaign
- Articles in community newsletters
- Advertise in local press to identify materials that can be recycled in kerbside service
- Crew Training

6.6 Composting

6.6.1 Timing:

Link in with National Compost Awareness Week held each year in May and when residents will be more receptive towards thinking about gardening and garden waste.

6.6.2 Focus:

Focussing on householders with gardens and dealing with the resulting waste created from maintaining a garden, this is a form of waste management that can assist authorities in reducing the total quantity of waste that residents present for collection and disposal.

6.6.3 Aim:

To increase the number of householders home composting their garden waste
To increase the number of compost bins sold through the WCC subsidised scheme
To raise awareness of the range of materials that can be composted at home

6.6.4 Plan of Action:

- Arrange Home composting clinics with WCC at garden centres and allotment sites using Master Composters
- Advertise discounted bins in local press and residents magazines

7. Communications Calendar

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2011												
Bank Holiday Collections	22 nd Good Friday 25 th Easter Monday 29 th Royal Wedding	2 nd May Day 30 th Spring Bank Hol			29 th Summer Bank Hol				25 th Xmas Day 26 th Boxing Day	1 st New Years Day		
Dog Fouling Campaign Launch												
Christmas Recycling												
Fly Tipping Campaign Launch												
National Campaigns		1 st – 7 th May Compost Awareness Week	20 th - 26 th Recycle Now Week									

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2012												
Bank Holiday collections	6 th Good Friday 9 th Easter Monday	7 th May Day	4 th Spring Bank Hol	5 th * Diamond Jubilee	27 th Summer Bank Hol				25 th Xmas Day 26 th Boxing Day	1 st New Years Day		29 th Good Friday
Dog Fouling Campaign Launch												
Litter Campaign Launch												
Christmas Recycling												
LFHW Campaign Launch												

Appendix 3 - Street Scene & Waste Communications Strategy 2011-2013

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2013												
Bank Holiday collections	1 st Easter Monday	6 th May Day 27 th Spring Bank Hol			26 th Summer Bank Hol				25 th Xmas Day 26 th Boxing Day	1 st New Years Day		
Litter Campaign Launch												
Dog Fouling Campaign Launch												
Christmas Recycling												
Fly Tipping Campaign Launch												

7.1 For all events recorded on above table:

- Update Scripts – RBC only
- Update Customer Service Centre with they information they require
- Liaise with Central Communications Team to issues a press release
- Liaise with Central Communications Team to updates social networking sites
- Send update email to Councillors and Parish Councils
- Send update email to all Environmental Service Staff
- Update website with relevant information

8.0 Campaign Rota 2011-2013

	Apr	May	Jun	Jul	Aug	Sep	Oct*	Nov ○ ◇	Dec	Jan	Feb	Mar
2011												
Food Waste	■	■	■									
Dog Fouling				■	■	■						
Recycling							■	■	■			
Fly Tipping										■	■	■
2012												
Litter	■	■	■									
Dog Fouling				■	■	■						
Recycling							■	■	■			
LFHW										■	■	■
2013												
Litter	■	■	■									
Dog Fouling				■	■	■						
Recycling							■	■	■			
Fly Tipping										■	■	■

Other Service Banners

** Bonfire Banners*

◇ Christmas Lights Switch On

**EXECUTIVE
COMMITTEE**

23rd August 2011

**SOLAR PANEL SCHEME - OPTIONS FOR INTRODUCING SOLAR
PANELS AT HOUSING SITES IN REDDITCH**

Relevant Portfolio Holder	Cllr Brandon Clayton, Portfolio Holder for Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Hugh Bennett, Director of Policy, Performance & Partnerships
Wards Affected	All Wards
Key Decision - Yes	

1. SUMMARY OF PROPOSALS

- 1.1. Members will be aware of the financial benefit behind participating in the Government's current feed-in-tariff scheme (FITS); for which funds have already been agreed for installations at the Town Hall, Palace Theatre and the Crematorium.
- 1.2. Members are requested to agree that a capital allocation of up to £275,000 be allocated from the Housing Revenue Account (HRA) for further provision of solar photovoltaic (PV) at Housing sites.
- 1.3. Officers recommend that this is undertaken specifically to benefit the Council – all schemes will only be big enough to supply landlord demand. This will allow the Council to receive an income over 25 years which will benefit all tenants indirectly.
- 1.4. The precise nature of which sites are most suitable will be subject to a detailed feasibility study by the contractors chosen to tender for the entire solar PV project; although within the tender specification, contractors will be asked to prioritise St David's House and the category 'A' sheltered housing schemes (Arthur Jobson House, Harry Taylor House & Ibstock House).
- 1.5. Finally, there is potential for the Government to modify the Feed in Tariff scheme (FITS) and Members should be aware that these may impact on overall proposals for PV installations in 2010/11.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

- 1) **up to £275,000 Capital Funding be allocated from the Housing Revenue Account (HRA) for the purposes detailed below; and**

**EXECUTIVE
COMMITTEE**

23rd August 2011

to RESOLVE that, subject to 1) above,

- 2) further solar photovoltaic (PV) be provided at Housing sites, as detailed in the report;
- 3) sheltered schemes be designated as priority schemes but that any RBC-owned landlord supply scheme may be chosen for investment;
- 4) the Committee note the changes to the FITS scheme and be aware that external factors may impact on the Council's plans; and
- 5) authority be delegated to the Climate Change Manager to manage all Council Solar PV schemes; performance and financing arrangements to be reported annually to the Executive Committee, in line with other energy efficiency projects, such as the Salix funded initiatives.

3. KEY ISSUES**Financial Implications**

- 3.1 The Council currently has £5.4 Million set aside in an earmarked reserve to fund future HRA capital schemes. This fund will primarily be required to support the HRA capital programme in future years because of the restriction on future borrowing.
- 3.2 The scheme will supply landlords electricity demand at housing sites, for example at St David's where there is a kitchen, laundry, communal lounge and general lighting (current annual cost of £14,000 per annum) each individual system will be small (<10kWp).
- 3.3 Sheltered schemes are prioritised because the communal areas have high daytime demand are most likely to be occupied during the day when solar generation is highest.
- 3.4 Landlords supply demand will be rising shortly as Housing Capital are installing smoke and fire detection systems; and emergency lighting systems at 171 blocks. Redditch Borough Council as landlords are responsible for paying for the electricity required to run these systems.
- 3.5 This scheme means the Council directly saves on its own costs, potentially opening up for expansion of social PV (or other renewable) installations in the future - assuming FITS will still exist for new entrants.

**EXECUTIVE
COMMITTEE**

23rd August 2011

- 3.6 The disadvantage of this approach is that multiple smaller installations will result in less total capacity as the cost per scheme will be much higher; however, the smaller the scheme the higher the incentive – so a scheme <4kWp results in a tariff of 41.3p as opposed to <10kWp system gives a tariff of 31.4p/kWh (see Table at 3.9).

Legal Implications**Statute and regulation**

- 3.7 The Government has used its powers laid down in the Energy Act (2008) to introduce the FITS scheme and OFGEM (Office of the Gas and Electricity Markets) will regulate the scheme.

Important update to the FITS scheme as of 1st August

- 3.8 Members are advised that there have been significant developments regarding the FITS scheme, resulting from un-anticipated take up of the scheme by large investment companies (e.g. acres of Cornwall are now covered in solar panels). Consequently, a Central Government fast track review concluded in June 2011 that there would be a significant reduction in the FITS available to installations over 50kW (now 19p/kWh as opposed to 31.4p/kWh) from 1st August 2011. Consequently; Officers advise that none of the Council's sites will now individually exceed 49kWp.

FITS tariffs

- 3.9 The current index linked FITS rates for Solar PV up until 31st March 2012 are:

Size of System	Tariff level (pence/kWh generated)
<4 kW (retrofit)	43.3
4-10kW	36.1
10-50 kW	31.4
>50 kW	19

Anticipated second FITS fast-track review (July 2011)

- 3.10 A further fast-track consultation on a "Comprehensive Review" of the FITS is anticipated by Officers in July 2011, although details are limited at present. The Department of Energy and Climate Change has only said "that aggregating the individual installations owned by a single organisation, such as a Council or housing association, will be consulted on. The objective would be to reduce the available FITS to installers with multiple locations".

**EXECUTIVE
COMMITTEE**

23rd August 2011

- 3.11 If the consultation results in Government classing all the Council's installations as one scheme for the purpose of setting the tariff level (in this case, 19p/kWh as combined capacity would be more than 50kWp), this significantly affects the payback period - by approximately 30%; so would still be viable, but not as attractive a financial proposition as the current scheme. Officers will inform Members of any changes.
- 3.12 Officers will respond to the consultation once it appears. In the meantime; Officers propose to proceed as planned with the assumption that any changes will not be retrospective (as per the >50kWp change above) and the Council should be exempt from any changes if the systems are in place prior to any change being made.

Service/Operational Implications

- 3.13 The scheme contributes to the Council's priority of clean and green by tackling climate change.

Customer / Equalities and Diversity Implications

- 3.14 Specific consideration has been given to the scheme in relation to equalities. The Council's Equalities Officer has been consulted and an Equality Impact Assessment undertaken. No unfairness has been identified as the installation of solar panels is not being proposed to establishments based on the age group of the residents in those properties.
- 3.15 Rather it is based on the suitability of those properties which will have the maximum gain for energy savings. Ultimately, the beneficiaries are the Council and the population as a whole who will benefit from energy savings measures and the financial gain to the Council.
- 3.16 The Legal Services Manager has been fully consulted while preparing this report.

4. RISK MANAGEMENT

There is a risk that schemes will not be in place before the Government changes the scheme. Officers will keep a close eye on this and advise Members as required.

AUTHOR OF REPORT

Name: Ceridwen John
E Mail: ceridwen.john@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 x3046

**EXECUTIVE
COMMITTEE**23rd August 2011**ROXBORO HOUSE – FUTURE USE**

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder – Housing, Local Environment and Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Liz Tompkin, Head of Housing Services
Wards Affected	Central Ward
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 As part of the Older Persons Housing Strategy the resulting review of sheltered housing recommended that Officers undertake a comprehensive investigation into options for the future of Roxboro House.
- 1.2 The decision of the Council on 20th September 2010 gave approval for Officers to investigate potential options for retention, disposal and redevelopment. Officers have investigated these options and established that, amongst the preferred housing providers Officers have consulted, there is no current interest in development of the building. Officers have also undertaken a further cost analysis of retaining the building and this continues to be unfeasible. The remaining option is disposal.
- 1.3 All parties involved in discussions throughout Officers' investigations unanimously agreed that Roxboro House could never be suitable for older people.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

- 1) Roxboro House be declared surplus to requirements of the Council's housing stock with effect from 19th September 2011;**
- 2) Worcestershire Property Services be authorised to progress the disposal of the complex and management arrangements of the complex when closed; and**

**EXECUTIVE
COMMITTEE**23rd August 2011

- 3) **Statutory Home Loss Payments (as required by the Land and Compensation Act 1973) and Disturbance Allowances be duly authorised for those tenants who have been affected and who have been re-housed in alternative accommodation as a result of the closure of Roxboro House;**

and to **RECOMMEND** that

- 4) **as a consequence of 3) above, budgetary provision be made from the Housing Revenue Account to fund the costs of Home Loss Payments and any Disturbance Allowance (estimated to be £74,400).**

3. KEY ISSUES**Financial Implications**

- 3.1 The Council has a duty under the Land and Property Act 1973 to pay Statutory Home Loss compensation to tenants who have had to move to alternative accommodation as part of the closure of Roxboro House.
- 3.2 The Housing Act 1985 (Part II S.26) allows local authorities to give financial assistance, known as disturbance allowance, towards removal costs to residents. Each affected resident will be consulted about their requirements and the allowance mutually agreed.
- 3.3 The total cost of the above is estimated at £74,400.
- 3.4 Upon closure of Roxboro House, management for the security and maintenance of the building will transfer from the Housing Services Team to Worcestershire Property Services. There will be an ongoing cost liability for security and maintenance.

Legal Implications

- 3.5 As discussed in 3.2 to 3.3 the following legislation needs to be adhered to:
- a) Land and Property Act 1973 ~ Home Loss Compensation;
 - b) Housing Acts 1985, 1988, 1996 (as amended) 2004 ~ Disturbance Allowance;
 - c) Planning and Compulsory Purchase Act ~ Displacement.

**EXECUTIVE
COMMITTEE**23rd August 2011

- 3.6 Officers have discussed the report with the Legal Services Manager and, should the recommendations be approved, Officers will operate in accordance with this legislation.

Service/Operational Implications

- 3.7 During consultation on the review of sheltered housing a comprehensive scheme investigation was undertaken of Roxboro House. The results showed that this property was not conducive to the future needs and aspirations of older people. The main areas for concern were the age of the building, access, limited parking, high maintenance issues and predominantly undesired bed-sit accommodation.
- 3.8 The decision of the Council on 20th September 2010 gave approval for Officers to investigate potential options for retention, disposal and redevelopment.
- 3.9 Officers have conducted soft market testing and enabled a number of organisations to view Roxboro House and to express an interest. Officers have found organisations are not willing to commit to this project until the property is declared surplus.
- 3.10 The recommendation enables the Council to deliver one of its key priorities Enterprising Communities; namely EC2, Better utilisation of our Council housing stock.

Customer / Equalities and Diversity Implications

- 3.11 Following the decision of the Council to investigate the options, monthly consultation meetings have been held with residents to update them on the progress of investigations. This encompassed an opportunity for residents to raise questions and concerns with Officers. A number of Housing Options surgeries have been offered to residents to provide advice and support.

Residents have been accompanied to visit alternative sheltered housing schemes within the Borough. Also residents have had the opportunity to access independent advice and support from the Borough Tenants Forum Chair. This has resulted in engagement with residents who were proving hard to reach. The Borough Tenants' Forum has also been consulted. Officers have undertaken a door to door consultation exercise to establish residents' support needs and to address their concerns.

**EXECUTIVE
COMMITTEE**23rd August 2011

- 3.12 Officers have analysed vulnerability of all residents and identified individual needs which Officers are addressing accordingly. Dedicated Officers are working together to ensure they support residents in their housing options choices.
- 3.13 Currently there are 12 residents living at Roxboro House. Of these, 6 are bidding for properties.

4. RISK MANAGEMENT

- 4.1 If a decision is not made to declare the building surplus this will have a large impact on the current residents. In the consultations and update meetings to the residents the main message Officers are receiving is that residents would like the decision to be made as soon as possible.
- 4.2 If the decision is delayed the condition of the building will deteriorate and the Council will have to continue to maintain the building. This will incur a cost.
- 4.3 If the Council decides the building should be retained, the upgrade works have been estimated at £400,000.

5. APPENDICES

None.

6. BACKGROUND PAPERS

Previously agreed committee papers:

- **26th August 2009** - Older Persons Housing and Support Strategy and Action Plan.
- **28th July 2010 Executive Committee** – Review of Redditch Borough Council's Sheltered Housing Stock
- **9th August 2010 Full Council** – Review of Redditch Borough Council's Sheltered Housing
- **8th September 2010 Executive Committee** - Review of Redditch Borough Council's Sheltered Housing Stock
- **20th September 2010 Full Council** - Review of Redditch Borough Council's Sheltered Housing Stock – Customer Feedback Update.

AUTHOR OF REPORT

Name: Liz Tompkin
E Mail: liz.tompkin@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3304

**EXECUTIVE
COMMITTEE**

23rd August 2011

WINYATES ESTATE - INSULATION AND HEATING IMPROVEMENTS

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder – Housing, Local Environment and Health Councillor Michael Braley, Portfolio Holder - Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Liz Tompkin, Head of Housing Services Angie Heighway, Head of Community Services
Wards Affected	Winyates
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Winyates Estate contains a number of properties, constructed in the 1970's of the Wimpey No Fines method of construction. The properties consist of flats, in 3 storey blocks and two storey houses. Their external walls cannot be insulated in the traditional method as they do not have cavities to fill.
- 1.2 These properties are within an area identified by the Department of Energy and Climate Change (DECC) as being suitable for inclusion in the power suppliers and the Country's power generators Community Energy Savings Programme (CESP) obligation. This obligation can provide finance towards improvements to insulation and heating systems to both social landlord/Council owned properties and those in private ownership as part of an area based scheme.
- 1.3 An offer has been received from E-ON, the power company, to part fund a scheme to provide external wall insulation, loft insulation and the replacement of original gas central heating boilers to 339 properties on the Winyates Estate.

2. RECOMMENDATIONS

The Committee is requested to RECOMMEND that

- 1) up to £300,000 be vired from within earmarked Housing Capital resources for the purposes indicated below;**

subject to which

**EXECUTIVE
COMMITTEE**

23rd August 2011

to RESOLVE that

- 2) **the improvements to the 339 properties on Winyates Estate be provided, as detailed in the report; and**
- 2) **Officers be authorised to enter into a contract with E-ON, on the terms indicated in the report, for the provision of heating and insulation improvements to the Winyates Estate.**

3. KEY ISSUES**Financial Implications**

- 3.1 a) It is estimated that the capital cost of the improvement proposals will amount to over £1.07 million. E-ON are to contribute £776,300 and the Council £300,000.
- b) The Council has £300,000 in its housing capital resources which has been ear-marked for external wall insulation of 'hard to treat' Council homes within the Borough. Officers are of the opinion that entering into a Community Energy Savings Programme (CESP) partnership with E-On is the best way of utilising Council funding which effectively 'levers' over two and half times as much of external funding to complete the work on the Winyates Estate. Without CESP funding the Council could only resource the improvement measures to 70 of the 212 properties in its ownership within the Winyates CESP area.
- c) It will be necessary to provide energy performance certificates for the 127 properties in private ownership amounting to additional expenditure of £7,000 which is to be funded utilising the Energy Efficiency Budget held by the Council for insulation improvements to homes in the private sector.
- d) It is not envisaged that there will be any costs to the owner occupiers as a result of implementing the scheme, as the inclusion of private properties increases the total energy saved and the resultant funding to the Council through CESP. Many of the owner occupiers are in fuel poverty.
- e) All OFGEM approved energy providers and power generators have been contacted and asked to consider contributing to CESP funding towards the scheme. They have not been able to provide sufficient funding in addition to Council funding to complete the scheme.

**EXECUTIVE
COMMITTEE****23rd August 2011**

Furthermore there is no 'management' charges with E-ON involvement, as there would be with other organisation involved in managing CESP projects throughout the country.

- f) CESP funding is time limited and will be allocated on a "first come first served" basis with the majority of funding going to the Metropolitan Districts in England where there is the highest concentration of fuel poverty. Hence the offer of funding from E-ON to the Council gives Redditch an ideal opportunity to maximise its capital resources, improving some of its housing stock and helping to reduce fuel poverty in the Borough. If the offer is not taken up the finance will be allocated to another local authority. There is no certainty that such an attractive offer would be made by any other energy company and a protracted tendering process would delay the commencement of work on site with a possibility that the funding could not be expended by December 2012.
- g) An appraisal of other insulation options has been carried out. To obtain the necessary improvement in thermal efficiency of external walls to satisfy the CESP funding requirements only internal or external insulation can be used on these solid wall properties. Internal insulation is not really a viable alternative to external insulation as the properties would have to be voided to carry out the work. The resultant reduction in room dimensions would not prove popular with the residents and would prove more expensive than the external solution offered in the E-ON scheme.
- h) As this is a somewhat unique situation and service a form of waiver is to be submitted to satisfy the Council's contract procedure. Officers are of the opinion that the enquiries that have been made with the various providers of CESP funding has produced the best offer from E-ON to maximise the Council's contribution and secures the completion of the entire Winyates project within the timescales of the programme. CESP funding has to be fully expended by December 2012. This type of procurement being unique as it is our lower contribution of £300,000 which releases the maximum CESP funding to complete the scheme. The funding being awarded to the Council on the total energy saved from the maximum number of measures installed, hence the need to include properties in private ownership within the CESP area.

3.2 The Council's Head of Finance and Resources has been consulted with regard to the financial implications of this proposal.

**EXECUTIVE
COMMITTEE**

23rd August 2011

Legal Implications

- 3.3 The Community Energy Saving Programme (CESP) was introduced in late 2009 by the Government and is administered by the Department of Energy and Climate Change (DECC). It is intended to improve energy efficiency in areas of low income and fuel poverty in order to reduce CO² emissions and fuel bills.
- 3.4 Funded by energy suppliers and generators CESP will improve energy efficiency through the development of community based partnerships involving energy suppliers, local authorities and community based organisations. The estimated cost of the national programme is £350m. It is necessary for energy suppliers to seek approval from Ofgem before schemes can be implemented, which have to be completed by December 2012.
- 3.5 CESP involves creating a local programme of works involving a 'whole house' approach, treating as many properties as possible in low income areas identified by DECC. These areas have been identified using the Income Domain of the Indices of Multiple Deprivation (IMD).
- 3.6 Those areas which ranked in the lowest 10% in England will qualify for CESP funding. Redditch has two such areas. One at Winyates Central and the other at Woodrow Central. Winyates having been chosen by Officers as meriting priority due to the area containing 192 flats in three storey blocks in need of additional aesthetic improvements, which external rendering can provide. Maps showing the extent of the two areas are attached to this report (see Appendix 1). There are 491 eligible CESP areas in the West Midlands.
- 3.7 The implementation of a CESP programme for the Winyates Estate will ensure that the Council meets its obligations for these properties under the latest Decent Homes guidelines. Properties meet Decent Homes standards with regards to 'thermal comfort', where residents do not have to spend more than 10% of their disposable income on fuel because they have effective insulation and efficient heating.
- 3.8 The Council's Head of Legal, Equality and Democratic Services has been consulted with regard to the legal implications of this report.

Service / Operational Implications

- 3.9 As E-ON have a team of in-house professional, technical and support resources to 'manage' the CESP Scheme, there will be minimal staff resource implications for the Council. The cost of the management of the scheme is included in E-ON's contribution towards the total cost of the works.

**EXECUTIVE
COMMITTEE****23rd August 2011**

- 3.10 E-ON have requested the use of a works compound near the properties to be provided and Officers will liaise with E-ON to identify a suitable location for the duration of the works, which is likely to take 9 months.
- 3.11 Whilst the scaffolding is erected it is intended that other essential maintenance work to the Council's properties will be executed by the Council's own workforce or their sub-contractors.
- 3.12 Once fixed to the properties it is not envisaged that the external cladding will need any regular maintenance or replacement for many years to come.
- 3.13 A schedule of the properties to be included in the scheme is attached to this report (see Appendix 2).
- 3.14 There are no Human Resources implications associated with this report as E-ON are providing technical supervisory and customer liaison staff for the duration of the scheme as indicated in the Expression of Interest attached to this report (see Appendix 3).
- 3.15 The inclusion of the Winyates CESP Scheme is in line with the Council's Affordable Warmth Strategy, adopted in December 2002, which includes working with partners to eradicate fuel poverty in the Borough.
- 3.16 Climate Change remains a corporate priority for the Council under the 'Clean and Green' agenda. This proposal will significantly contribute to reducing CO₂ emissions arising from unnecessary heat loss in this traditionally 'hard to treat' area. This will also enable owner-occupiers to reduce their emissions and costs, which would otherwise be financially impracticable to install.
- 3.17 The external wall insulation / rendering proposal for the Winyates Estate is deemed to be 'permitted' development and does not require planning permission.
- 3.18 The three storey blocks of flats in Council ownership within the CESP area have been the subject of a recent community safety initiative. Entrance doors have started to be replaced and an intercom and CCTV provision will be included as funding allows. Additionally it is intended to remove some of the refuse bin stores and for landscape improvements to be made. It is hoped that with the replacement of the current drab rendered wall surface with a pleasing modern coloured aggregate finish that, together with the other enhancements proposed, the general appearance and resident's satisfaction of the Winyates No Fines Estate will be greatly improved.

**EXECUTIVE
COMMITTEE**

23rd August 2011

Customer / Equalities and Diversity Implications

- 3.19 The owner-occupiers of the houses in the scheme area have been consulted regarding the proposals and the majority have to date given a positive response requesting that the work be undertaken to their properties. The Council tenants within the scheme area are to be consulted regarding the scheme once a full survey of the properties has been carried out and a timescale negotiated with E-ON. Council Members have been informed of the work. However no comments have been made to date. There are no residents' or tenant groups representing the area.
- 3.20 Each flat should save around £200 per year in heating costs based on current gas prices, and reduce their CO₂ emissions by just under 1 tonne per year.

4. RISK MANAGEMENT

The authors of the report have not identified any risks associated with the proposals for the Council. The private householders agreeing to the work will enter into an agreement with E-ON for the works to commence. E-ON having responsibility for any defects or negligence and providing product guarantees, with no redress on the Council.

5. APPENDICES

Appendix 1 - Maps of CESP areas.
Appendix 2 - List of addresses in the Winyates CESP area.
Appendix 3 - E-ON - expression of Interest.

6. BACKGROUND PAPERS

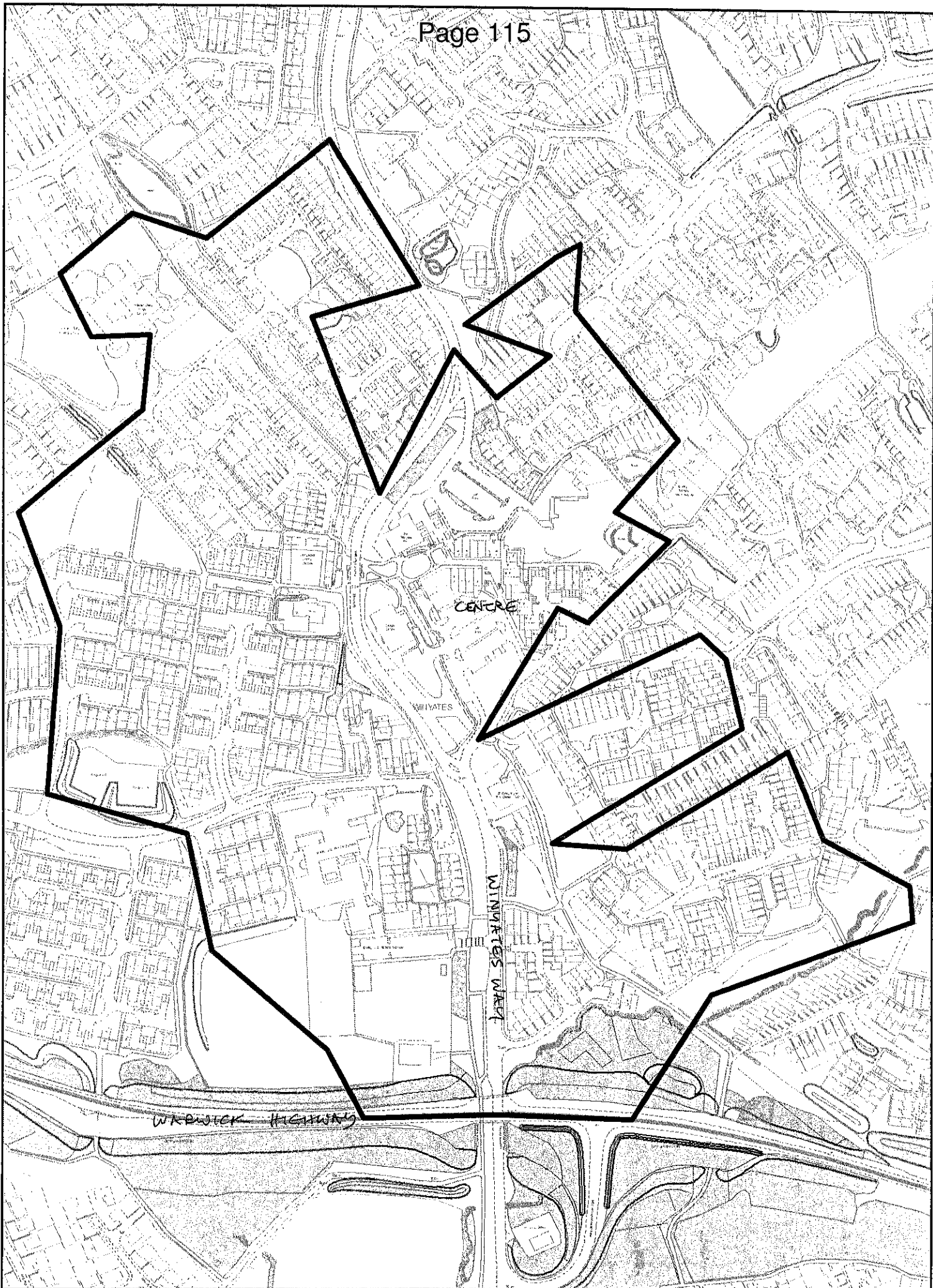
Energy Savings Trust: www.energysavingstrust.org.uk
Dept of Energy & Climate Change: www.decc.gov.uk
Ofgem: www.ofgem.gov.uk
E.ON: www.eon-uk.com

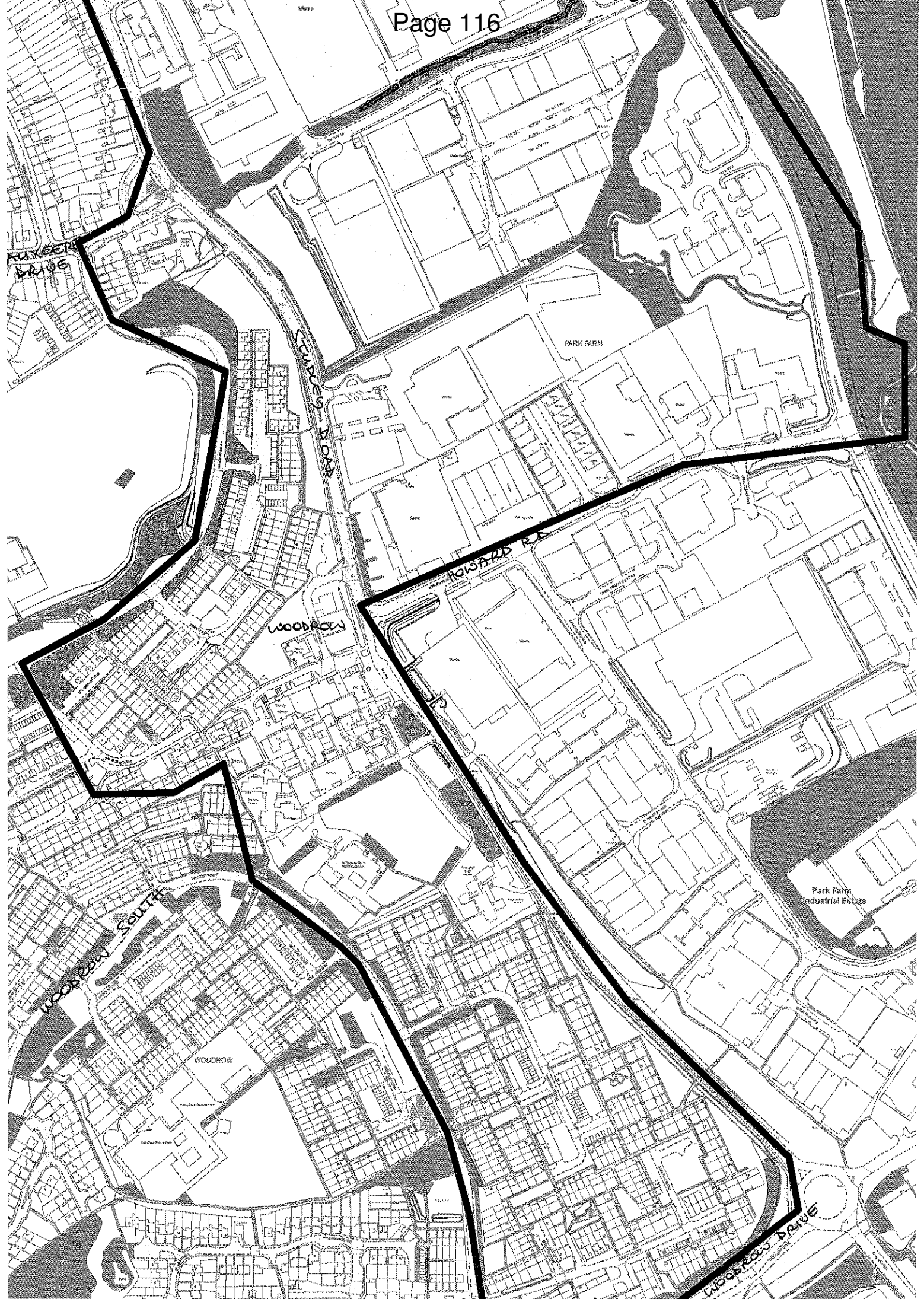
AUTHORS OF REPORT

Jointly:

Ian Ranford
Capital Operations Manager
Asset and Maintenance
ian.ranford@bromsgroveandredditch.gov.uk
Tel: 01527 64252 Ext 3045

Don Wright
Housing Surveyor
Private Sector Housing
don.wright@bromsgroveandredditch.gov.uk
Tel: 01527 64252 Ext 3355





APPENDIX 2**WINYATES ESTATE**
INSULATION AND HEATING IMPROVEMENTS LIST OF ADDRESSES

Address		Type	No:
1-42	Dolben Lane	Flats in a 3 storey block	42
43-88	Dolben Lane	2/3 bed houses	46
1-14	Fownhope Close	2/3 bed houses	14
15-74	Fownhope Close	Flats in a 3 storey block	60
1-24	Mordiford Close	Flats in a 3 storey block	24
25-55	Mordiford Close	2/3 bed houses	31
1-15	Winforton Close	2/3 bed houses	15
16-33	Winforton Close	Flats in a 3 storey block	18
34-74	Winforton Close	2/3 bed houses	41
30-77	Lingen Close	Flats in a 3 storey block	48
		Total	339*

No: of Flats in 3 storey blocks 192
 No: of 2/3 bedroomed houses 147

No: of Council tenants in houses & flats 212
 No: of sold houses 85
 No: of sold flats 42

339*

* There are additionally 47 properties in Kinnersley Close (comprising 16 in Council ownership and 31 sold). The properties will be surveyed and if suitable included in the scheme at no additional cost to the Council.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

**EXECUTIVE
COMMITTEE**

23rd August 2011

DISCRETIONARY HOUSING PAYMENT - REVISED POLICY

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

This report proposes amendments to an existing policy.

Members are also asked to consider whether the permitted total is still the appropriate level of support and to update the working arrangements of the scheme in the light of new guidance and changes in how Housing Benefit entitlement is calculated.

2. RECOMMENDATIONS**2.1 The Committee is asked to RECOMMEND to the Council that**

- a) the Discretionary Housing Payment Policy set out at Appendix 1 to the report be approved; and
- b) the new working arrangements for Discretionary Housing Payments be agreed, as detailed in the report.

2.2 The Committee is also asked to RECOMMEND that

the appropriate level of support be:

EITHER

- i) to continue to make payments up to the permitted total; OR
- ii) to restrict payments to the Government grant; OR
- iii) to set an expenditure limit between the grant and the permitted total; the amount to be reviewed from time to time to take into account demand and finance; and

that the necessary budget (*to be determined*) be made available to support the chosen option.

**EXECUTIVE
COMMITTEE**

23rd August 2011

3. KEY ISSUES**Financial Implications**

- 3.1 There may be an unbudgeted increase in expenditure. Reducing expenditure too much may lead to increased costs for the authority if more tenants make contact regarding assistance for accommodation.
- 3.2 The Head of Finance & Resources has been consulted with regard to the financial implications.

Legal Implications

- 3.3 No legal implications have been identified.

Service/Operational Implications

- 3.4 Discretionary Housing Payments (DHP) were introduced on 2nd July 2001 under the Discretionary Financial Assistance Regulations 2001 (SI2001/1167). The current arrangements were authorised on the 26th September 2001.
- 3.5 These awards are intended to provide additional financial assistance where the Local Authority considers that further help with housing costs is needed. Housing costs are not defined in the regulations but can include rent liability, council tax liability, rent in advance, rental deposits or other lump sum costs associated with a housing need such as removal costs.
- Although the regulations give broad discretion DHP decisions must be made in accordance with normal good decision making – the authority must act fairly, reasonably and consistently.
- 3.6 There is also an expenditure cap that limits DHP spending in any one financial year to two and half times the grant received from central government. Any unspent government grant has to be returned. Article 7 of the Discretionary Housing Payment (Grants) Order 2001 (SI2001/2340) sets the overall expenditure limit.
- 3.7 Each year a DHP fund of £20 million pounds has been distributed by the Department of Work and Pensions (DWP). Each authority's allocation is based on the mid-point between its DHP spend for the latest year for which the DWP have reliable data and the authority's contribution for that year.

**EXECUTIVE
COMMITTEE**

23rd August 2011

3.8 In order to partially mitigate some of the expected reductions in Housing Benefit (HB) following changes to Local Housing Allowance rules the national DHP fund is being increased to £30 million for 2011/12 and to £60 million from 2012/13. For 2011/12 the additional £10 million has been allocated based upon the DWP estimate of the total gross HB reductions expected for each authority.

3.9 The table below gives local details for the last three years regarding the DHP grant received, amount spent and the total benefit expenditure for that year.

	2008/09	2009/10	2010/11	2011/12
Grant	£9,569	£14,120	£12,446	£23,013
Cap	£23,923	£35,300	£31,115	£57,533
Actual expenditure	£16,156	£20,197	£18,816	-
Number of awards	80	84	96	-
Total expenditure	£23,858,401	£28,752,816	£29,802,571	

3.10 As a consequence of these increases in grant the permitted total or cap will become a considerable sum, more than £57,000 in 2011 and perhaps more than £100,000 in 2012. In view of this, the Committee is requested to re-consider whether the current arrangements, where payments up to the permitted total are allowed, should continue or whether to consider alternative arrangements. There are three main options:

3.11 Option 1. Continue to allow payments up to the permitted total. This would enable the greatest amount of support to local households affected by the changes to Housing Benefit but may not be affordable or sustainable.

3.12 Option 2. Restrict payments to the Government grant. This would reduce direct cost but may increase indirect costs. The next few years will see constant change in how Housing Benefit entitlement is calculated, mostly leading to reductions in awards, which may lead to increased demand for housing assistance. This option may also lead to a reduction in the grant received as the DWP distribute the grant based on a mid-point between an authority's grant and their actual expenditure on these payments.

3.13 Option 3. An expenditure ceiling is agreed, somewhere between the grant and the permitted total. The actual amount could be reviewed periodically to take into account demand and finance. This option offers a balance between supporting local households through a period of uncertainty and controlling the cost. Additionally the expenditure could be increased or decreased to reflect the impact of the changes and any changes

**EXECUTIVE
COMMITTEE**

23rd August 2011

in the authority's financial position.

- 3.14 This report proposes amendments to the existing policy. To consider whether the permitted total is still the appropriate level of support and to update the working arrangements of the scheme in the light of new guidance and changes to how HB entitlement is calculated.

Customer / Equalities and Diversity Implications

- 3.15 Discretionary Housing Payments will be made to some of the more vulnerable residents in the Borough to support them to either remain in their home or assist in moving to amore sustainable tenancy.

4. RISK MANAGEMENT

- 4.1 There is a risk that expenditure will increase at a time when budgets are being reduced.
- 4.2 Reduction in expenditure may lead to higher levels of homelessness with the associated costs.
- 4.3. Tenants that have reductions in Housing Benefit which are not helped with a DHP award may experience hardship and get into debt.

5. APPENDICES

Appendix 1 - Draft Discretionary Housing Payment Policy 2011

6. BACKGROUND PAPERS

DHP policy 2001 / Best practice March 2011 - DWP guidance.

7. KEY

CTB	Council Tax Benefit	DWP	Department of Work and Pensions
DHP	Discretionary Housing Payment	HB	Housing Benefit
		LHA	Local Housing Allowance.

AUTHOR OF REPORT

Name: David Taylor
E Mail: david.taylor@bromsgroveandredditch.gov.uk
Tel: 01527 64252 Ext 3296

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 1**23rd August 2011

Discretionary Housing Payment Policy 2011**1. Overview**

Discretionary Housing Payments (DHP) awards can only be made for periods when Housing Benefit or Council Tax Benefit (CTB) has been awarded. A DHP has to be requested by the person wishing to receive the award.

A form has been designed to gather the necessary information but a written request is acceptable and telephone or electronic requests are allowed. However, we must act consistently regarding what is accepted. Third parties can request an award on behalf of others as long as the person receiving HB or CTB has authorised that person to act on their behalf. This may be the voluntary sector but could be family members or friends or exceptionally landlords. Care should be taken that the landlord is acting on behalf of the tenant/resident and not themselves.

For every DHP request received a written response with reasons must be sent. DHP can be back dated to any period HB or CTB was in payment after the 2nd July 2001, there are no specific rules regarding backdates but the authority must apply the rules consistently.

DHP awards cannot be used to cover the following;

- Ineligible service charges – including water charges that HB will not cover
- Increases in rents due to outstanding arrears
- Council Tax liability where a Second Adult Rebate is payable.
- Reductions and losses in a benefit due to sanctions being imposed.
- Any amount of suspended Benefit.
- Where the person is entitled to HB, but not CTB, the liability to make Council Tax payments, and vice versa.
- Shortfalls caused by recovery of overpaid HB or CTB
- To pay above the rental or Council Tax liability when making up a shortfall.

2. What can they be used for?

DHP awards can be used to cover shortfalls between the HB or CTB paid and the rental or Council Tax liability due. The shortfall may be caused by rent restrictions, income tapers or non-dependant deductions.

DWP guidance in March 2011 advises that the awards can also be used more generally than just topping up shortfalls. For example they can be made to offset increases in essential work related expenditure such as increased travelling costs due to the customer moving further from their workplace due to reductions in Local

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

Housing Allowance (LHA) rates. DHP awards can be used to pay towards a rent deposit or rent in advance scheme.

DWP guidance confirms that the limit on DHP awards exceeding the rental liability only applies where the award is calculated as a weekly amount. If the DHP award is a lump sum, for example for rent in advance or a deposit, then the weekly limit does not apply.

Lump sum payments for rent in advance are not deemed to be in respect of a period. It is not essential that the person claiming the DHP is in receipt of HB for the whole period, they only have to be in receipt at the point the award is made.

An advance payment can also be made towards rent at a property in a different authority as long as the award is made when that person was in receipt of HB in the original authority's area. It should be noted that once the DHP award for rent in advance or deposit has been awarded and used for that purpose legislation does not allow for it to be refunded.

DHP awards can also be made where HB is payable on two homes – if there is a shortfall on both properties they could receive DHP up to the eligible rent level on both properties. If the customer is only treated as liable for payments on one dwelling but they have to pay rent on two properties a weekly DHP up to the eligible rent on the original property is possible.

3. Making the decision

Before an award is made the appropriate person in Redditch Borough Council Benefits Service must be satisfied that the person claiming is entitled to HB or CTB or both and that they require further financial assistance with their housing costs.

The decision needs to be made quickly to prevent rent arrears or possible homelessness. The wider Housing issue needs to be discussed with Redditch Borough Council Housing Options before a decision is made. Consideration must be given to what an award of DHP will achieve and whether there is an alternative course of action or funding. Equally the consequences of not making an award should also be considered and whether any alternative support can be provided. The award notice shall include information, where appropriate, of other sources of advice and assistance, particularly where an award has not been made.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

Consideration should also be given to:

- Any steps taken to reduce the rental or Council Tax liability.
- The financial and medical circumstances of the claimant, their partner, dependants or their household.
- Income and expenditure of the claimant and what steps have been taken to mitigate problems. There must be a consistent approach to how income and expenditure are treated
- Level of rent restriction and reason for the restriction.

4. Amount and period of award

If the DHP is to top-up a shortfall the amount paid in HB or CTB and the DHP must not exceed the weekly eligible liability for either Council Tax or rent. The dates of the award should be made clear to the customer. Lump sum payments are not subject to this restriction. The awards can be made for any length of time but care should be taken not to front load expenditure so that the agreed budget lasts for the whole year, where possible.

5. Payment

DHP awards will normally be paid along with the HB or CTB but must be distinguishable from payments of HB or CTB. For lump sum payments separate payments may be made.

6. Overpayment

DHP awards can be recovered but only by recovery from the customer. Deduction from ongoing HB is not allowed to recover overpaid DHP. A separate decision will be made as to whether overpaid DHP should be re-paid, which will depend upon the circumstances that led to the overpayment.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

7. Disputes

We can review a decision if there is a dispute. Someone other than the original decision maker should review the case. However the Tribunal service cannot be used as they do not have the power to make decisions on these cases. Again we must be consistent with our approach.

Benefits Services Manager
23/05/2011

REVISED EMPLOYMENT POLICIES

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder, Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To seek Members' approval of revised employment policies that have been developed in conjunction with Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

the Employment Policies attached to the report at Appendices 1 and 2 be approved, namely:

- **Time Off for Public Duties**
- **Volunteering.**

3. KEY ISSUES

3.1 As Members are aware, Officers and Unions have been working together to review a number of employee related policies over the last 12 months. A number of policies were reported to the Executive Committee on 2nd August 2011. The policies attached to this report are in addition to those already approved.

3.2 This report includes the proposed revised policies developed and agreed with the trade unions to reflect the proposed Volunteering and the Time off for Public Duties support to employees.

Volunteering Policy

3.3 Officers recognise the contribution that an employee volunteering scheme can make to the wider community; allowing employees to "give something back" to their community. Officers believe that the scheme would also show that the Council is taking pro-active steps to develop relationships with the voluntary sector.

- 3.4 The proposed scheme would enable employees to request a maximum of 16 hours work with the voluntary sector during any 12 month period as paid time away from work. This would be discussed with line managers to ensure that there would be no impact on Council service delivery. Further details of the scheme are attached at **Appendix 1**.

Time off for Public Duties

- 3.5 Employees have the right to time off work for certain public duties and services. For Local Authority employees the rights vary, depending on what the duty or service is. These are all detailed in **Appendix 2** and include magistrates and school governors.
- 3.6 Officers can grant a reasonable amount of time off work so that the employee can undertake the role associated with that position. The time off is paid at the normal rate of pay with a deduction made for any monies received from the other organisation in respect of duties performed.
- 3.7 If the periods of time off become excessive, line managers can reassess the position and request that the employee takes leave or flexi to continue the role.

Financial Implications

- 3.8 None as a direct result of this report

Legal Implications

- 3.9 All proposed changes to employee related policies have been developed in conjunction with Union representatives in accordance with employee legislation. In addition Officers have considered the following in developing the proposed policies :

- Working Time Regulation 2007
- National agreement on pay and conditions of service for Local Government Services
- Employment Rights Act 1996
- Employment Relations Act 2004
- Trade Union and Labour Relations (consolidation) Act 1992.

Service/Operational Implications

- 3.10 The proposed revised policies have been negotiated with Union representatives.

Customer / Equalities and Diversity Implications

- 3.11 Assessments have been made across all proposed policies to identify any equality issues. These have been discussed with the Union representatives and further analysis of impact has been undertaken where required.

4. RISK MANAGEMENT

The proposed policies reflect the changes required to ensure a consistent approach to employee related matters.

5. APPENDICES

Appendix 1 – Volunteering Policy

Appendix 2 – Time off for Public Duties.

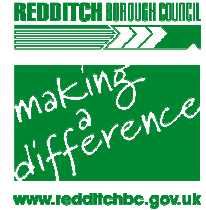
6. BACKGROUND PAPERS

Previous employment-related policies

Minutes / documents from negotiations with Union representatives.

AUTHOR OF REPORT

Name: Becky Talbot
E Mail: b.talbot@redditchbc.gov.uk
Tel: 01527-64252 ext 3385



Time off for public duties policy

1. Introduction

As an employee you have the right to time off work for certain public duties and services.

2. Main policy areas

Where an employee holds a public office or public position, it is Redditch Borough Council's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for the hours they are out of the business.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties, RBC has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual leave/flexi for this purpose.

Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible, and recorded on a special leave form.

Time off for public duties will be paid, at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the public duties performed, which the employee must declare.

The provision covers members of the following public bodies:

- a magistrate, sometimes known as a justice of the peace
- a local councillor
- a school governor
- a member of a policy authority
- a member of any statutory tribunal (eg an Employment Tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a school council or board in Scotland
- a member of the General Teaching Councils for England and Wales

- a member of the Environment Agency or the Scottish Environment Protection agency
- in England and Wales, a member of the prison independent monitoring boards or in Scotland, a member of the prison visiting committees
- a member of Scottish Water or a Water Customer Consultation Panel

Leave for jury service

An officer receiving a summons to serve on a jury must report the fact to his/her Head of Service, who shall grant leave of absence unless exemption is secured. Officers serving as jurors shall claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowances Regulations currently in force. The employing Authority shall then deduct from the officer's full pay an amount equal to the allowance received.

Leave for Whitley or Public Bodies

In appropriate cases paid leave of absence (i) to officers attending meetings concerned with National or Provincial Council affairs or (ii) to enable officers to undertake duties consequent upon membership of public bodies.

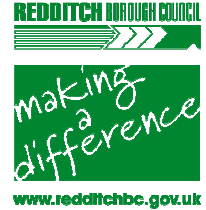
Leave for Members

In accordance with Section 10 of the Local Government and Housing Act 1989, employees are entitled to a maximum of 208 hours paid leave of absence in any one financial year, for the purpose of performing duties as a Member of a relevant Council.

The employee should complete a Special Leave Application form and submit it to the Line Manager for approval.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.



Volunteer Policy

1. Introduction

Redditch Borough Council (RBC) recognises the contribution that an employee-volunteering scheme can make to the wider community; allowing employees to 'give something back' to their community whilst at the same time enhancing flexibility and development opportunities for its employees. The Council also wishes to take proactive steps to develop our relationship with the voluntary sector and regards this as one small step towards that objective.

Employee volunteering can also act as a development tool for employees, providing them with "hands on" experience and the opportunity to make a real, worthwhile difference to the community. A range of skills can be acquired through participating in voluntary work, which in turn will benefit local communities. Achievements and opportunities may be recognised in the employee PDR scheme.

Volunteering is a chance to get out and meet new people, interact with other employees and explore new challenges. Volunteering opportunities will be promoted and supported by the Council.

RBC is committed to supporting employees who wish to take time to volunteer and become more involved in community activities during their normal working hours. RBC will encourage its employees to volunteer, but recognises that volunteering is a matter of personal choice.

This policy applies to all employees of the council, irrespective of their status or position.

2. Main policy areas

What is Employee Volunteering?

Employee volunteering is when volunteers are supported by their employer, either during work time or on their own time. Volunteering is promoted, encouraged and recognised by the Council.

Why Employee Volunteering Can Make a Difference

There are benefits for RBC, its employees and the local community at large in volunteering.

Benefits to Employees

Community involvement offers a whole range of benefits to employees including:

- **Learning new skills**
- **Meeting new people**
- **Boosting Confidence**
- **Making a difference**

Benefits to the Local Community

The voluntary sector relies on outside support to meet the needs of the community it serves. Employee volunteers contribute time, skills and enthusiasm to get things done. Skilled employee volunteers can not only provide the professional skills which voluntary organisations struggle to afford, but also help the organisation's own staff. Volunteers, in turn, develop new skills and increased confidence.

Benefits to the Council

Employee volunteering can help RBC to:

- **Help the local Community**
- **Improve local reputation**
- **Build important relationships**
- **Enhance the skills of employees**
- **Improve levels of recruitment and retention**

Time allowed for Volunteering and Application Request

What can I request?

RBC will grant a maximum of 16 volunteer hours during any 12-month period, which is paid time away from work (For part time employees, this will be on a pro rata basis for all employees) to carry out individual and skills bank voluntary activities.

The 16 volunteer hours, may be taken as a whole block of time or alternatively, can be spread across the year. However, time off must be agreed in advance with the employee's line manager and will be subject to service needs.

How do I make an application?

It will be the employee's responsibility to organise his or her own volunteering activity whilst being supported by RBC. It is important for employees to take time to decide what volunteering activity they would be interested in, because working in an area that they would enjoy will make the experience more rewarding.

Once the employee has identified a volunteering activity and made contact with the voluntary organisation, they must complete the Employee Volunteering Request Form, which is attached to this guidance. Employees should remember to leave enough time for the request to be agreed with their line manager.

The Employee Volunteering Request Form must be completed every time they make an application to volunteer and be sent to their line manager.

What happens next?

The line manager will consider the application as they are the person who will authorise time off for volunteering activities. The line manager also reserves the right to decline an application. Reasons for this decline could include service needs/delivery, planned structural changes, etc.

Once agreed or declined a copy of the Employee Volunteering Request Form will be sent to Human Resources for monitoring and evaluating purposes.

Once agreed, times and dates of the volunteering activity should be agreed in conjunction with the employee's line manager and the voluntary organisation/charity.

Conditions of Volunteering Activities Supported by this Scheme

An employee who wishes to participate in a volunteer activity in the community must adhere to the following conditions:

- Time away from work must be agreed with their line manager in advance, and reasonable notice of the request must be given (at least 4 weeks). Reasonable notice is required to allow both the individual and their line manager to organise any necessary cover within their team.
- The volunteering activity should not bring the Council into disrepute.
- The volunteering activity must not conflict with the employee's work for the Council for example, acting as a treasurer for a charity that you have regular contact with in your council role. Employees should seek further advice from their line manager if they are concerned about potential conflicts of interest.
- As an employee of the Council it is important to adhere to Council's policies and procedures including the Code of Conduct. Employees must also respect confidentiality when undertaking voluntary activity. In practice, this will mean being aware of sensitive or confidential information disclosed.
- Time taken for voluntary activities must be recorded as "Volunteer Hours".
- Employees who accept a volunteering activity are expected to attend and meet their commitment. If an employee fails to attend a pre-agreed volunteering activity they will need to explain their non-attendance to their line manager. If non-attendance is due to sickness absence, then it must be reported by the usual sickness absence notification. Please

refer to the Sickness Absence policy for further information. If no reason for the absence is provided for the employee's non-attendance, this should be treated as an unauthorised absence and no payment for the time not worked will be made.

- Either party has the right to terminate an arrangement to volunteer, however a reason for the discontinuation will be required from the Council.

Use of Council Resources and Equipment

In preparing for a volunteering placement, it is anticipated that it will be necessary to use some of the Council's equipment, within reason. As a reasonable guide, employees may use office facilities for the purpose of arranging their placement as detailed below:

- Up to 5 local rate telephone calls
- Up to 50 pages of photocopying
- Up to 5 faxes

Should employees require further equipment or facilities above this limit, they will need to discuss and agree this with their line manager.

There is no central volunteering budget; therefore time and costs will be covered from existing budgets. However, apart from the indirect cost of covering the work of the volunteers, it is not anticipated that direct costs will be unmanageable.

Monitoring and Evaluation

Evaluation of the Employee Volunteering programme is vital so that we can improve and build on it. We endeavour to continually monitor and evaluate its impact to ensure long-term success.

Employees must send a copy of their completed "Employee Volunteering Form" to the HR Team. Their line manager will keep the original of the form to discuss with the employee as part of the wider evaluation of their learning and development activities during annual PDR meetings and at 1-2-1's.

It is the responsibility of the employee and their line manager to monitor the number of volunteering hours their employees undertake.

After the volunteering experience, we would welcome employees to record and share their experiences by completing the "Volunteering Feedback Form" and return to the HR team. This feedback will assist us to ensure our Employee Volunteering Programme is successful and worthwhile for our employees.

Communication

Volunteering activities will be promoted in the following ways through:

- The intranet with appropriate links to external web sites about volunteering
- Notice Boards
- Employee Induction
- PDR's and Development
- Cascade through team talks, team briefings & 1-2-1's

Redditch Borough Council Volunteering Activities

If an employee undertakes a volunteering activity, they will be automatically covered by the Council's Public Liability Insurance and the Council's Employer's Liability Insurance.

However, employees may need to undertake a risk assessment and have any additional health and safety training that is relevant to the activity i.e. manual handling. The voluntary agency will be asked to advise if this is required prior to the volunteering commencing.

EMPLOYEE VOLUNTEERING REQUEST FORM

This form should be completed when making a request for time off under this policy.

Time away from work must be agreed with your line manager in advance.

You should give as much notice as you can, (a minimum of 4 weeks), as this will help you and your line manager to make any necessary arrangements for cover etc where the request is approved.

Name	
Job Title	
Service	

Details of the Request (to be completed by employee)

Reason for request (please attach any available information you may have about the volunteering opportunity)

Time off required: (dates and no of hours requested)

Signed: (employee)

Date:

When you have completed this section pass the form to your manager or supervisor who will advise you of the decision, returning a copy of the completed form to you.

Line Manager to Complete: Decision: Agreed/Not Agreed (delete as appropriate)

If **not agreed** please give the reason(s) for your decision

Line Manager Name:

Signed:

Date:

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

SHARED SERVICES BOARD

18th August 2011 at 5.30pm

COMMITTEE ROOM 3, TOWN HALL, REDDITCH

Present: Councillors Carole Gandy (Chair), Michael Braley, Malcolm Hall and Bill Hartnett (Redditch Borough Council).
Councillors Steve Colella, Margaret Sherrey and Mike Webb (Bromsgrove District Council).

Also in attendance: Cllr Kit Taylor (Observer, BDC).

Officers: Kevin Dicks, Claire Felton, Sue Hanley, Angie Heighway, Teresa Kristunas, Helen Mole, Jayne Pickering, Deb Poole, Guy Revans, John Staniland, Amanda de Warr, Judith Willis (RBC / BDC) and Mike Parker (Wyre Forest DC).

Notes: Steve Skinner.

1. APOLOGIES

An apology for absence was received on behalf of Cllr Roger Hollingworth (BDC)

2. MINUTES

Subject to the correction of:

- a) the spelling of Cllr Sherrey's name; and
- b) under Minute 3) "Progress Report - Single Business Case, reference to *"the end of the calendar year"* to read *"the end of the financial year"* in Recommendation 2;

the minutes of the previous meeting of the Board held on 30th June 2011 were agreed as a correct record.

CONFIDENTIALITY

The content of the reports to this meeting, although widely circulated to Members and Council employees, remain confidential / 'exempt' at this stage in view of the fact that:

- a) meetings of the Board are not subject to statutory Access to Information requirements; and
- b) information relating to individual post holders and employee relations matters would be revealed.

However, these Minutes themselves are an open public record of proceedings of the Board.

3. MATTERS ARISING – FINANCIAL REPORTING

Cllr Hartnett requested that the agreement to provide more detailed financial reports, including record of costs / savings allocated Council by Council, be formally recorded.

Mr Dicks confirmed that this matter would be addressed for the next meeting of the Board and had been picked up in the action monitoring for RBC's Executive Committee.

4. LAND DRAINAGE AND WATERCOURSES - BUSINESS CASE

The Board considered a report covering shared service restructuring proposals in relation to Land Drainage and Watercourse-related service areas. The proposal was for a fully integrated service to cover all three North Worcestershire Districts, hosted by Wyre Forest District Council.

Guy Revans, Head of Environmental Services, and Mike Parker of Wyre Forest DC introduced the report and provided Members with further explanations and responses to their questions.

Officers advised that as well as combining the functions of the proposed three partner Districts, some County functions would also be taken in.

Officers clarified that reference to 'Specialist Fees' in the report was perhaps slightly misleading, and should say 'Budget for Works'.

Board Members specified that Councillors should definitely be represented in the membership of the proposed 'Higher Management Group'.

RECOMMENDED that

- 1) the shared Land Drainage Service proposals detailed in the Business Case at Option 3 be approved, in accordance with the previously agreed Project Initiation Document dated 22nd June 2011;**
- 2) the three Councils agree this new service be known as the "North Worcestershire Land Drainage Service"; and**
- 3) all initial set up costs be met from within existing budgets.**

5. SINGLE BUSINESS CASE – SEVEN SERVICES

The Board considered a report covering shared service restructuring proposals in relation to seven distinct service areas.

Mr Dicks introduced the report, advising that:

- a) Staff were aware of the proposals and had generally welcomed them being brought forward in a single business case.
- b) the proposals contained in the Business Cases would provide a firmer base for transformational working across the two authorities.
- c) Transformation reviews still needed to be undertaken in due course, and that further savings would arise from those. However, the present Shared Services proposals would release some savings at an early stage to the benefit of both Councils.
- d) Financial assessments, future salaries and staffing figures were all indicative only at this stage: Human Resources Officers would be further checking the staffing details, including all indicated potentially redundant posts.
- e) In terms of Job Evaluation of the Grades which would be attached to new posts, Mr Dicks advised that Officers now had a reasonable understanding of likely Job Evaluations based on prior BDC / RBC experience to date.
- f) Current proposals could not, take account of a number of issues, known to be in the pipeline, but not yet in place, such as proposals under the Localism Bill for Local Development Plans, for example, and associated Council resource requirements. As soon as such implications could be assessed, they would be dealt with.

Mr Dicks expressed his thanks to the team of Directors and Heads of Service for achieving this substantial piece of work so quickly. He also thanked Helen Mole, Transformation Programme Manager, and Susan Tasker, the Chief Executive's Personal Assistant, for the parts they had respectively played in getting the reports together in time for the present meeting of the Board.

Members echoed those expressions of gratitude, and in turn thanked Officers for the Redundancy / Pension costs information now being provided in reports, which they felt was in a format which was much easier to read and understand.

Cllr Braley, RBC Portfolio Holder for Corporate Management, suggested that figures reported over at least a three-year period would provide a more accurate picture of the benefits of the Shared Service reviews. He also enquired about the possibility of capitalising any of the costs implicit in the present proposals. Officers agreed to look into this further in time for next consideration of these proposals by the RBC Executive Committee / BDC Cabinet.

In response to a specific question about severance costs, Officers advised that these would initially be taken from balances.

Members also asked about future recruitment processes. Officers responded that their intention was to have formal Assessment Centre processes in respect of all new 4th tier Manager posts. Less intensive recruitment processes would apply for staff at lower levels. Officers clarified that this was not intended to discredit any existing Managers but only to ensure the necessary skills would be met to serve two separate Councils.

Finally, further to detailed consideration of each of the Business Cases, as set out in the separate Minutes below, Members considered the covering recommendations, as follows:

RECOMMENDED that

subject to any matters detailed under the separate records below,

- 1) the Single Business Case proposals be approved in respect of shared services for the following seven services:**
 - **Community Services**
 - **Customer Services**
 - **Environmental Services**
 - **Financial Services**
 - **Legal and Democratic Services**
 - **Planning and Regeneration**
 - **Secretariat and Directorate Support Services; and**
- 2) the Operational Agreement at Appendix Two, which is in draft only at this stage, be finalised in readiness for approval by BDC Cabinet / RBC Executive Committee.**

6. SINGLE BUSINESS CASE – COMMUNITY SERVICES

Angie Heighway, Head of Community Services, introduced this Case, and made mention of existing successful shared services which fell within her area of management control, namely CCTV /Lifeline and Community Safety.

Ms Heighway explained the context of the current further Shared Services proposals with reference to the position of the Private Housing and Housing Strategy functions.

In this connection, she also mentioned the exceptional position and reporting line of the current RBC Grants Officer. In respect of this post the Chair requested Officers to review where the post should sit within new structures, as it was not felt that it was currently best located.

The service was proposed to be hosted by Bromsgrove District Council, principally because of existing 3rd party contractual relationships, in this case with the Bromsgrove District Housing Trust.

It was **AGREED** that

In respect of the RBC Grants Officer post, Officers be requested to review where the post ought properly to be located within revised structures.

(The prime recommendation remained as detailed under Minute 5 above.)

7. SINGLE BUSINESS CASE – CUSTOMER SERVICES

Amanda de Warr, Head of Customer Services, introduced this Case, advising that, at this stage, it only covered shared management arrangements. Further Service Review would be necessary, in approximately 12 to 18 months' time, once the Customer Services Team had gone further through the Transformation process.

Ms de Warr mentioned the County Council's involvement and implications for funding currently provided by the County towards the Worcestershire Hub arrangement.

It was proposed that Redditch would be the host authority, given the size of the current staff group and higher volume of customers, which was due in part to Redditch BC still holding Housing stock. On this point Members considered that figures should be recast to omit the Housing Revenue Account element, which was relevant to Redditch only. Officers agreed to take this on board.

Ms de Warr advised that Team comments to date had been in support of the new structure, even where staff were directly impacted by the proposals.

It was **AGREED that**

financial reporting in relation to this Business Case be reviewed, in view of the RBC Housing Service implications mentioned by Board Members.

(The prime recommendation remained as detailed under Minute 5 above.)

8. SINGLE BUSINESS CASE – ENVIRONMENTAL SERVICES

This case was presented by Guy Revans, Head of Environmental Services, who reminded Board Members of the evolution of the reviews of Environmental Services to date. He advised that these next proposals built on what had previously been put in place.

It was proposed that Bromsgrove would host the service. This proposal was based essentially on the higher level of commercial services currently offered by Bromsgrove DC: Trade Waste, Garden Waste, Cesspools etc.

Members queried whether ultimately this Shared Service proposal might assist better integrated refuse collection rounds, for example with Redditch based vehicles covering areas of Bromsgrove District and vice versa. Officers agreed that, subject to further Member decision, this might be feasible as would even further realignments with other neighbouring Districts.

(The recommendation remained as detailed under Minute 5 above, without addition.)

9. SINGLE BUSINESS CASE – FINANCIAL SERVICES

Teresa Kristunas, Head of Finance and Resources, introduced this Case, and reminded the Board of the updated structure chart which had been circulated since issue of the main report pack for the meeting.

Mrs Kristunas mentioned that the proposals included provision of an ongoing temporary staffing resource, to assist corporate Transformation processes. Clearly this would be removed later, triggering further savings in due course.

(Recommendations were as detailed under Minute 5 above, taking into account the proposed revised Structure.)

**10. SINGLE BUSINESS CASE
– LEGAL AND DEMOCRATIC SERVICES**

The Legal and Democratic Services Business Case was presented by Head of Service, Claire Felton, who explained the proposal in more detail and explained the differentials in levels of likely savings to each authority. These were due to:

- a) different levels of legal advice offered to each authority, mainly due to the implications of Redditch's housing stock; and also
- b) different levels of Overview and Scrutiny activity currently undertaken at each Council.

Bromsgrove had been selected to host the service owing to relationships with the Bromsgrove District Housing Trust and Worcestershire Regulatory Services which were also hosted by Bromsgrove District Council.

Mrs Felton emphasised that, although Bromsgrove would be the host authority, Redditch Members would still receive an equally high quality service from Legal & Democratic Services and that a staffing presence would be maintained at both authorities' premises.

(Recommendations were as detailed under Minute 5 above, without addition.)

(Prior to consideration of this Case, Mr Skinner, RBC Democratic Services Manager, withdrew from the meeting in view of his personal interest in the proposals.)

11. SINGLE BUSINESS CASE – PLANNING & REGENERATION

John Staniland, Director of Planning, Regeneration, Regulatory and Housing Services, presented this Case, highlighting the areas which had already been covered under other recent reviews (Local Land Charges, Building Control and Economic Development) and what this proposal now covered. Proposed staffing levels in the current proposal included a degree of support for Local Land Charges, under the recently agreed proposal for that service. Staff at both Councils had acknowledged the issues relating to this review and had expressed support for these proposals.

Mr Staniland drew attention to the current uncertain national planning policy climate and how this might ultimately impact on the development of both Councils' Core Strategies. For this reason, he explained that there was no recommendation at this stage for a Planning Policy Shared Service.

A further issue was the position of the Town Centre Regeneration function. This currently involved a single RBC Officer post, had been well received in Redditch and covered issues of Regeneration and also Town Centre events. It might therefore later be considered for relocation under the now established North Worcestershire Economic Development Team, if at some stage that proved acceptable to the partner Councils.

(Recommendations were as detailed under Minute 5 above, without addition.)

(Cllr Hall expressed his apologies and left the meeting at 7.33 pm.)

12. SINGLE BUSINESS CASE – SECRETARIAT & DIRECTORATE SUPPORT SERVICES

Mr Dicks, presented this Case, advising that, at this stage, the proposal only went so far down the existing structure in order to provide a platform for subsequent Transformation review.

Because of essential differences in the services provided to each authority, some costs were indicated as purely RBC costs.

The proposal indicated Redditch Borough Council as host authority, but with new supervisory arrangements for Bromsgrove District Council to ensure appropriate levels of high quality service to both Councils, and to their Civic Heads / lead Members.

(Recommendations were as detailed under Minute 5 above, without addition.)

(Prior to consideration of this Case, Ms Mole, Transformation Programme Manager, withdrew from the meeting in view of her personal interest in the proposals.)

13. CAR PARKING – BUSINESS CASE

The Board considered a report covering shared service restructuring proposals in relation to Car Park Services. The report included proposals for the introduction of Civil Parking Enforcement in Bromsgrove District. The service was to be hosted by Wychavon District Council. This case impacted more on Bromsgrove than Redditch, where Civil Parking Enforcement had already operated for some time.

Guy Revans, Head of Environmental Services, introduced the item.

Further to Redditch Borough Council's experience, Bromsgrove Members were interested in the practical implementation of the scheme and Mr Revans advised that:

- a) Parking Enforcement Officers used 'partnership' logos, not Wychavon District Council logos, to identify themselves.
- b) An initial introductory period allowed time to inform residents about the new arrangements.
- c) An initial 'amnesty' allowed residents time to get used to the implications of parking outside of the scheme and the penalties which would apply.
- d) as identified by Board Members, there was a need for sensitive treatment re penalties and their impact on income to the Council.
- e) Some existing traffic orders might need to be reviewed as to whether they are now fit for purpose.

Officers advised that there would be no additional IT costs, as use of the existing Wychavon IT systems came as part of the management agreement.

RECOMMENDED that

- 1) Option 2 (to “extend Wychavon District Council’s Service to include Bromsgrove District Council”) be chosen as the preferred option for the future delivery of the shared Parking Service;**
- 2) Bromsgrove District Council should introduce Civil (Decriminalised) Parking Enforcement in partnership with Wychavon District Council;**
- 3) authority be delegated to the Head of Environmental Services to exercise the Council’s civil parking enforcement powers within the District of Bromsgrove, when civil parking enforcement within the District comes into effect;**
- 4) the Council enter into a Deed of Arrangements with the Parking and Traffic Regulations Outside London Adjudication Joint Committee for the functions in relation to adjudicators under Part 6 of the Traffic Management Act 2004;**
- 5) authority be delegated to the Head of Legal, Equalities and Democratic Services to sign any necessary agreements or other documents to enable the introduction of civil parking enforcement within the District; and**
- 6) up to £75,000 be made available within Bromsgrove District Council’s budgets to meet the set up costs of Civil Parking Enforcement.**

14. EMERGENCY PLANNING – BUSINESS CASE

The Board considered a report covering shared service restructuring proposals in relation to the Emergency Planning Services.

Officers' recommendation was for an integrated service covering all three North Worcestershire Districts' areas, which Officers considered provided the best opportunity to meet statutory requirements; to provide the partner authorities with a greater voice; and to reduce costs.

John Staniland presented this Case, explaining that the proposed implementation date of 1st April 2012 coincided with the renewal date of the existing Service Agreement with Worcestershire County Council.

In response to Members' queries, Officers advised that they did not feel anything significant would be lost by moving away from the current County-wide arrangement. Whereas in the three Districts, Emergency Planning formed only a small part of existing Officers' roles, the proposed combination would allow for proper focus and priority to be accorded under a dedicated Officer arrangement.

In the case of any actual emergency, the same practical inter-agency arrangements would apply as at present and existing Emergency Plans would still be relevant.

RECOMMENDED that

the proposal in respect of a shared Emergency Planning service be approved as detailed in the Business Case under Option 3 (for a North Worcestershire Shared Service).

15. DATE OF NEXT MEETING

It was **AGREED** that

the next meeting be held on Thursday 29th September 2011 in the Conference Room at Bromsgrove District Council, starting at 5.30 pm.

The meeting commenced at 5.30 pm
and closed at 7.55 pm.



www.redditchbc.gov.uk

LICENSING

Committee

11th August 2011

MINUTES

Present:

Councillor Michael Braley (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Peter Anderson, Anita Clayton, Andrew Fry, Bill Hartnett, Roger Hill, Robin King, Phil Mould, Jinny Pearce and Brenda Quinney

Also Present:

Councillor

Officers:

C Flanagan, M Kay and N McMenamin

Committee Officers:

9. APOLOGIES

Apologies for absence were received on behalf of Councillor A Mason.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. MINUTES

RESOLVED

that the minutes of the Licensing Committee held on 14th July 2011 be confirmed as a correct record and signed by the Chair.

12. VEHICLE INSPECTION FEE STRUCTURE

Following a request from Licensing Committee for additional information at their meeting on 14th July 2011, members received a further report regarding the Vehicle Inspection Fee Structure. The additional information included:

.....
Chair

LICENSING

Committee

11th August 2011

- a comparison of vehicle testing charges across the West Midlands region; and
- the projected income versus costs indicating a broadly cost neutral service that would be provided at Crossgates Depot.

Members heard representations made on behalf of Redditch Taxi Association which re-stated their suggestion made at the meeting of this Committee on 12th July 2011 that the fee for the Vehicle Inspection test be set at £37 with no additional charge being made for a re-test, should one be required.

An addition to the recommendation was proposed and agreed as follows:

- no inspection fee be charged if a vehicle be presented within one working day of the original test with the identified defect remedied.

RESOLVED that

- 1) the incorporation of a minor amendment made by Officers, shown within the report at paragraph 3.8 (that the cost of a Vehicle Inspection be £50 and Vehicle Inspection Re-test be £25);**
- 2) no re-inspection fee be charged if a vehicle be presented within one working day of the original test with the identified defect remedied; and**
- 3) that a further report on the review of the service including fees and charges be presented to Licensing Committee following the first six months of operation of the scheme.**

The Meeting commenced at 7.31 pm
and closed at 8.28 pm

Planning Committee

10th August 2011

MINUTES

Present:

Councillor Michael Chalk (Chair), Councillor Roger Hill (Vice-Chair) and Councillors Andrew Brazier, Brandon Clayton (substituting for Councillor Peter Anderson), Andrew Fry (substituting for Councillor Robin King), Bill Hartnett, Wanda King and Brenda Quinney

Officers:

S Edden, C Flanagan, A Rutt, S Skinner and J Staniland

Committee Services Officer:

J Smyth

19. APOLOGIES

Apologies for absence were received on behalf of Councillors Peter Anderson, Malcolm Hall and Robin King.

20. DECLARATIONS OF INTEREST

No declarations of interest were made.

21. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 13th July 2011 be confirmed as a correct record and signed by the Chair.

22. PLANNING APPLICATION 2011/087/FUL – LOWANS HILL FARM, BROCKHILL LANE, REDDITCH

Reconstruction of farmhouse building to create two dwellings and conversion of existing barns to create five dwellings, erection of garage buildings and stores

Applicant: Persimmon Homes South Midlands Ltd

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

.....
 Chair

- Mr R Lee – Objector representing Brockhill Action Group
and Batchley Support Group
Ms V Kendrick – Objector representing CPRE
Ms H Inston – Agent for the Applicant.

RESOLVED that

having regard to the Development Plan and to all other material considerations, authority be delegated to the Head of Planning and Regeneration to GRANT Planning Permission, subject to

1) the completion of a Planning Obligation to ensure that Redditch Borough Council is paid appropriate contributions in relation to the development for the provision and maintenance of pitches, play areas and open space provision in the locality;

2) the conditions and informatives as summarised in the main report; and

3) the following additional conditions:

“12) No demolition, site clearance or development shall take place until there has been submitted to and approved in writing by the Local Planning Authority, full details of all existing trees and hedgerows on site [and surrounding the site boundaries where tree canopies overhang the site] and details of any trees/hedgerows not to be retained, together with details of any tree surgery works and measures for their protection during the course of development. The tree surgery works and tree/hedgerow protection measures shall be fully implemented prior to occupation.

Reason: To safeguard the visual amenities of the area and in accordance with Policy B(NE).1a of the Borough of Redditch Local Plan No.3

13) No demolition, site clearance or development shall take place until all trees and hedges to be retained on the site and around the boundaries of the site have been protected in accordance with the specification set out in British Standard BS:5837 2005: Guide for Trees in relation to Construction, and such protection measures shall remain in situ for the duration of the development and in accordance with Policies B(NE)1a and B(NE)3 of the Borough of Redditch Local Plan No.3.

Reason: To ensure the protection of trees and hedgerows in the interests of visual amenity.

- 14) Prior to the development hereby approved commencing, full details of a scheme for foul and surface water drainage shall be submitted to and approved in writing by the Local Planning Authority. The details thus approved shall be fully implemented prior to first use or occupation of the development.

Reason: To allow proper consideration of the proposed foul and surface water drainage systems and to ensure that the development is provided with a satisfactory means of drainage and in accordance with National Planning Policy Statements (PPS.1 and PPS.25)."

(In considering the Planning Application and representations made by public speakers in relation to the protection of historic hedgerows within the Application site and the need for clarity on the means of drainage from the site, the Committee agreed that further conditions be attached to the Planning Permission, as detailed in Resolution 3 above.)

**23. PLANNING APPLICATION 2011/152/S73 –
HOMEBASE LTD, ABBEY RETAIL PARK,
ALVECHURCH HIGHWAY, REDDITCH**

Application to vary Condition 5 of Planning Permission Reference 2009/082/FUL to allow retailing to the public from the previously approved mezzanine level

Applicant: Essex County Council Pension Fund

RESOLVED that

having regard to the Development Plan and to all other material considerations, permission be **GRANTED** to vary Condition 5 of Planning Application 2009/082/FUL, subject to the imposition of the revised condition and summarised informatives, as detailed in the main report.

**24. PLANNING APPLICATION 2011/177/OUT –
LAND EAST OF BROCKHILL LANE, REDDITCH**

This item had been WITHDRAWN from the Agenda by Officers and was not discussed.

(Officers had considered that, in view of the fact that the public consultation period for the application had not been due to finish until on Monday 8th August and the anticipated volume of additional representations that might have been received, it had been agreed that the application be deferred to the next meeting of the Planning Committee scheduled for 7th September 2011 to allow sufficient time for any further representations to be compiled and for Officers to respond to any issues raised that had not already been addressed within the report.)

**25. PLANNING APPLICATION 2011/179/COU –
UNIT 14 NEW MEADOW ROAD,
LAKESIDE INDUSTRIAL ESTATE, REDDITCH**

Change of use from B1 (Business Use to A3 (Café Use)

Applicant: Ms A Bennett

Ms A Bennett, 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. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of the grant of this permission.**

Reason: In accordance with the requirements of Section 91(1) of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2. The development hereby approved shall be implemented in accordance with the following plans:**

**Drawing No. 1537.01, date stamped 6th July 2011; and
Drawing No. 1537.02, date stamped 6th July 2011.**

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

3. The use hereby permitted shall not commence until a scheme for the installation of odour equipment has been submitted to and approved in writing by the Local Planning Authority and the scheme implanted in accordance with the approved details. Such equipment shall be operated and maintained in accordance with the manufacturer's instructions.

Reason: In the interests of neighbour's amenity, in the interests of the visual amenity of the street scene and in accordance with Policy E(TCR).12 of the Borough of Redditch Local Plan No.3."

(This decision was taken contrary to Officer recommendation in view of the fact that the Committee considered that, the proposed use would complement and serve other commercial uses on the industrial estate. Members further considered that, whilst acknowledging the value of the units as employment land, the proposed use would, itself, provide opportunities for employment and, therefore, granted permission, subject to relevant conditions as detailed in the Resolution above.)

**26. PLANNING APPLICATION 2011/185/FUL –
UPPER FLOOR ADJACENT APOLLO CINEMA,
KINGFISHER SQUARE, REDDITCH**

External extension to upper level of existing
Kingfisher Shopping Centre to provide 772 sq.m of
new restaurant / takeaway floorspace
(Use Class A3-A5)

Applicant: Scottish Widdows PLC and
Scottish Widdows Unit Fund Ltd

RESOLVED that

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

**27. PLANNING APPLICATION 2011/186/FUL –
LAND AT WINYATES GREEN ALLOTMENTS,
FURZE LANE, REDDITCH**

Retrospective Application for the installation of a cabin

Applicant: Mr L Clarke

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

Mr J Gardner – supporter

Ms C Edwards – supporter

Mr S Harvey – Supporter

Cllr Malcolm Hall – Ward Member and advocate for applicants

Mr L Clarke – the Applicant.

RESOLVED that

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

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

Drawing No. P2030/49A, date received 12th July 2011;

and

Document ‘A’, date received 12th July 2011.

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

2. Details of a paint finish to be applied to the exterior surface of the cabin building hereby approved to be submitted to and approved in writing by the Local Planning Authority within one month from the date of the granting of the Consent. The paint finish approved shall be applied to the exterior of the building within three months from the date of the granting of this Consent. The building shall continue to be maintained to the satisfaction of the Local Authority in perpetuity.

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

- 3. The cabin hereby permitted shall be used solely for purposes ancillary to the use of the allotments and shall at no time be used for any other purpose, including industrial or for business activities of any description whatsoever.**

Reason: In the interests of protecting residential amenities having regard to the relationship of the building to nearby properties, in accordance with Policy B(BE).13 of the Borough of Redditch Local Plan No.3.”

(This decision was taken contrary to Officer recommendation for the reason that Members considered the structure, and the purposes it was proposed the cabin would be used for, would not harm the visual amenity of the area, particularly given its location within the allotment boundary; the proposals for a suitable paint colour and landscaping plan.)

The Meeting commenced at 7.00 pm
and closed at 9.06 pm

.....
CHAIR

