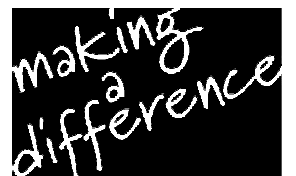


# Council

Monday 16th January  
2012  
7.00 pm

Council Chamber  
Town Hall  
Redditch



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
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](mailto:ivor.westmore@bromgroveandredditch.gov.uk) Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

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

The emergency **Assembly Area** is on **Walter Stranz Square**.

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

**and**

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

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

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



# Council

16th January 2012

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	

<b>1. Welcome</b>	<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>
<b>2. Apologies</b>	<p>To receive any apologies for absence on behalf of Council members.</p>
<b>3. Declarations of Interest</b>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<b>4. Minutes</b> Chief Executive	<p>To confirm as a correct record the minutes of the meeting of the Council held on 5th December 2011.</p> <p><b>(Minutes circulated in Minute Book 6 - 2011/12)</b></p>

# Council

16th January 2012

<p><b>5. Announcements</b></p>	<p>To consider Announcements under Procedure Rule 10:</p> <ul style="list-style-type: none"><li>a) Mayor's Announcements</li><li>b) Chief Executive's Announcements</li><li>c) Leader's Announcements.</li></ul> <p>(Oral report)</p>
<p><b>6. Questions on Notice</b> Chief Executive</p>	<p>No questions have been submitted to date under Procedure Rule 9.2.</p>
<p><b>7. Motions on Notice</b> Chief Executive</p>	<p>No Motions have been submitted under Procedure Rule 11.</p>
<p><b>8. Executive Committee</b> (Pages 1 - 76) Chief Executive</p>	<p>To receive the minutes and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> <p><u>6th December 2011</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Homes Insulation – Funding Opportunity; and</li><li>• Quarterly Budget Monitoring – Quarter 2 – July to September 2011;</li></ul> <p>(Reports and decisions attached)</p> <p><b>(Minutes circulated in Minute Book 6 – 2011/12)</b></p> <p><u>10th January 2012</u></p> <p>Matters requiring the Council's consideration may include:</p> <ul style="list-style-type: none"><li>• Core Strategy Consultation; and</li><li>• Constitutional Review Working Party - Minutes of meeting on 12th December 2011</li></ul> <p>(Reports attached – Core Strategy appendices available via the Council's website and, for elected Members, in the respective Group Rooms - Decisions from the 10th January meeting to follow)</p>

# Council

16th January 2012

<p><b>9. Regulatory Committees</b> Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees:</p> <p>Planning Committee - 13th December 2011 4th January 2012</p> <p>(The one outstanding recommendation from the meeting on 13th December will be addressed during Item 8 - Executive Committee - Constitutional Review Working Party - Minutes of meeting on 12th December 2011, earlier on the agenda.)</p> <p><b>(Minutes circulated in Minute Book 6 – 2011/12)</b></p>
<p><b>10. Urgent Business - Record of Decisions</b> Chief Executive</p>	<p>To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.</p> <p>(None to date).</p>
<p><b>11. Urgent Business - general (if any)</b></p>	<p>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.</p> <p>(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.)</p>
<p><b>12. Exclusion of the Public</b></p>	<p>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:</p> <p><b>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p> <p><b>[Subject to the “public interest” test, information relating to:</b></p>

- 
- **Para 1 – any individual;**
  - **Para 2 – the identity of any individual;**
  - **Para 3 – financial or business affairs;**
  - **Para 4 – labour relations matters;**
  - **Para 5 – legal professional privilege;**
  - **Para 6 – a notice, order or direction;**
  - **Para 7 – the prevention, investigation or prosecution of crime;  
may need to be considered as 'exempt'.]**
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(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)

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**REDDITCH BOROUGH COUNCIL**

**COUNCIL**

16th January 2012

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125. **HOMES INSULATION – FUNDING OPPORTUNITY**

**RECOMMENDED that**

**the funding of £40,000 from Worcestershire County Council be incorporated into the Council's existing Energy Efficiency Installations budget and the Capital Programme be amended accordingly.**



**EXECUTIVE  
COMMITTEE**

6th December 2011

**HOMES INSULATION - FUNDING OPPORTUNITY**

Relevant Portfolio Holder	Cllr Brandon Clayton, Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Angie Heighway, Head of Community Services
Wards Affected	All Wards
Ward Councillor Consulted	Not applicable
Key Decision	

**1. SUMMARY OF PROPOSALS**

The Council's agreement is sought to accept an offer of £40,000 funding from Worcestershire County Council specifically for the purpose of installing free cavity wall, draught-proofing and loft insulation measures for Borough homeowners aged 60 years or over. This is subject to acceptance of conditions requiring spend of the funding by 31st December 2012, preferred use of Worcestershire based contractors and promotional branding recognition for Warmer Worcestershire.

**2. RECOMMENDATIONS**

**The Committee is asked to RECOMMEND that**

- 1) the funding of £40,000 from Worcestershire County Council be incorporated into the Council's existing Energy Efficiency Installations budget and the Capital Programme be amended accordingly; subject to which**

**the Committee is asked to RESOLVE that**

- 2) authority be delegated to the Head of Community Services to formally accept, and account for expenditure of, the Worcestershire County Council 'Home Energy Efficiency Improvements' funding offer of £40,000 and associated funding conditions;**
- 3) applications be invited from homeowners within the Borough aged 60 or over to have loft and/or cavity wall insulation and draught-proofing measures installed in their homes free of charge; and**

## **EXECUTIVE COMMITTEE**

6th December 2011

- 4) **the Head of Community Services, in consultation with the Portfolio Holder for Housing, Local Environment and Health be authorised**
  - a) **to expend up to the sum approved by the Council, for the purposes indicated in the report; and**
  - b) **subject to the agreement of Worcestershire County Council, to utilise such funding remaining at 1st April 2012 to extend the insulation offer to any Borough resident irrespective of age or ownership status or for other Home Energy Efficiency initiatives.**

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 In May 2009 the Executive Committee approved an allocation of £40,000 for a scheme to provide loft and cavity insulation measures to householders over 60 years in Council Tax band A-D properties. Current expenditure and commitment stands at £36,500 and the scheme is expected to conclude shortly.
- 3.2 The County Council wishes to forward the funding at the earliest opportunity if accepted given the December 2012 expenditure deadline. Expenditure will therefore extend across to the 2012/13 financial year. Sam Morgan, Financial Services Manager has been consulted with regard to the financial implications.

#### **Legal Implications**

- 3.3 The Home Energy Conservation Act 1995 requires that Local Authorities identify ways to increase energy efficiency in homes by 30% by April 2011.
- 3.4 The UK Fuel Poverty Strategy 2001 clearly identifies the key role of local authorities in ending fuel poverty in vulnerable households by 2010 by delivery of programmes to improve the Home Energy Efficiency of fuel poor households.
- 3.5 Clare Flanagan, Legal Services Manager has been consulted with regard to the legal implications.

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**Service / Operational Implications**

- 3.6 In 2003 the Council in partnership with other Worcestershire Councils, Worcestershire Primary Care Trusts, energy providers and business partners adopted an Affordable Warmth Strategy for Worcestershire with the aim of eradicating fuel poverty and the provision of affordable warmth for all households within 10-15 years. A key aim of the Action Plan is the access of funding and other resources with which to deliver the Strategy.
- 3.7 Results from Worcestershire County Council's Housing Strategy Survey suggest that 20% of dwellings in Worcestershire fail the decent Homes standard as a result of inadequate thermal comfort compared to 17% nationally.
- 3.8 It is envisaged that the funding on offer could enable insulation measures to be installed in approximately 250 properties across the Borough. Besides benefiting the occupants, these measures will also reduce energy consumption thereby contributing to the council's CO<sub>2</sub> Reduction and Climate Change objectives.
- 3.9 The provision of grant support and assistance to help address private sector housing conditions, improvement and promotion of energy efficiency and reduction of fuel poverty are all elements fulfilling the Council's 'Clean and Green' objective.
- 3.10 The Council has an existing Service Level agreement with Act on Energy whereby the Council receive support and administration in the delivery of the Affordable Warmth Strategy and Action Plan.
- 3.11 Applications received under the scheme will be routed through Act on Energy with monitoring data being incorporated into the reporting process currently used for schemes whilst initial set-up costs will be met from within existing resources.

**Customer / Equalities and Diversity Implications**

- 3.12 Over half of the fuel poor households in the Borough include persons over the age of 60 and pensioners living alone are particularly susceptible. Whilst the Government's Warmfront Grant provides free insulation measures to over 60's in receipt of means tested benefits approximately 50% of this age group do not qualify for benefits and therefore tend to wait until they reach the age of 70 when they qualify for free insulation measures via government or Energy Provider schemes.

**EXECUTIVE  
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- 3.13 The funding condition relating to qualifying criteria require only that applicants are over 60 years old thus bridging the gap between the Council's current over 60's scheme and schemes providing free insulation measures to those over 70 years of age.
- 3.14 Worcestershire County Council has confirmed that the funding is intended to maximise the provision of insulation measures across the County before the Government CERT funding expires in December 2012. The funding conditions therefore require that the age qualification be disregarded after the 1st April 2012 and that applications are considered from any Borough resident.

**4. RISK MANAGEMENT**

Worcestershire County Council has confirmed that any funding sum remaining unspent as of 31st December 2012 should be returned. It is however anticipating that an underspend is most unlikely considering the generous qualifying criteria set for applicants under the funding offer conditions.

**5. APPENDICES**

None.

**6. BACKGROUND PAPERS**

Relevant Correspondence from County Council.  
UK Fuel Poverty Strategy 2011.

**AUTHOR OF REPORT**

Name: Steve Shammon, Private Sector Housing Team Leader  
E Mail: steve.shammon@bromsgroveandredditch.gov.uk  
Tel: Extension 3630

**REDDITCH BOROUGH COUNCIL**

**COUNCIL**

16th January 2012

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125. **QUARTERLY BUDGET MONITORING – QUARTER 2 – JULY TO  
SEPTEMBER 2011**

**RECOMMENDED that**

**re-allocation of £40,000 of Regional Housing Pot grant currently allocated to Interim Management Order to Houses in Multiple Occupation (HMO) Grants be approved.**





**EXECUTIVE  
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**APRIL – SEPTEMBER (QUARTER 2) - FINANCE MONITORING REPORT 2011/12**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	√
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

This report details the Council's financial position for the period April to September 2011 (Quarter 2 – 2011/12).

**2. RECOMMENDATIONS**

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

- 1) the current financial position on Revenue and Capital be noted, as detailed in the report; and**  
  
**to RECOMMEND that**
- 2) the re-allocation of £40,000 of Regional Housing Pot grant currently allocated to Interim Management Order to Houses in Multiple Occupation (HMO) Grants be approved.**

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council.

**Financial Implications**

- 3.2 A separate finance report for each department plus a council summary is shown on the following pages.
- 3.3 The Council set a balanced budget in February 2011 for the financial year 2011/12. Within the budget were included savings of £927K which were not fully identified. These included savings relating to shared services, Transformation, vacancies with the Council and changes to Terms and Conditions.

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**Revenue Budget summary Quarter 2 (April – September) 2011/12 –  
Overall Council**

- 3.4 The current financial position for services delivered within the Borough is detailed in the table below.
- 3.5 Internal recharges have not been included in these figure to allow comparison from budget to actual.

<b>Service Head</b>	<b>Budget 2011/12 £'000</b>	<b>Budget April - September £'000</b>	<b>Actual spend April – September £'000</b>	<b>Variance to date April - September £'000</b>	<b>Projected Variance £'000</b>
<b>Environmental Services</b>	3,430	1,907	1,783	(124)	(104)
<b>Community Services</b>	1,962	961	888	(73)	(30)
<b>Regulatory Services</b>	1,347	684	678	(6)	0
<b>Leisure &amp; Cultural Services</b>	3,404	1,690	1,608	(82)	40
<b>Planning &amp; Regeneration</b>	2,029	1,000	823	(177)	(125)
<b>Customer Services</b>	921	490	450	(40)	(10)
<b>Finance &amp; Resources</b>	5,759	2,821	2,615	(206)	(92)
<b>Legal, Equalities &amp; Democratic Services</b>	1,314	702	590	(112)	(26)
<b>Policy, Performance &amp; Partnerships</b>	589	317	285	(32)	0
<b>Business Transformation</b>	883	504	466	(38)	0
<b>Head of Housing Services</b>	1,053	526	488	(38)	(30)
<b>Corporate Services</b>	327	164	127	(37)	(30)
<b>SERVICE TOTAL</b>	<b>23,018</b>	<b>11,766</b>	<b>10,801</b>	<b>(965)</b>	<b>(407)</b>

**EXECUTIVE  
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**Financial Commentary**

- 3.6 Owing to the additional number of staff who are now entitled to claim essential car user allowance together with the increase in the HMRC (Her Majesty's Revenue and Customs) mileage rate, there is a projected saving of £8,000 to be delivered against the anticipated saving of £115,000.
- 3.7 Other main variances on both anticipated savings and current underspends include:
- i) An additional £14,000 New Homes Bonus than budgeted;
  - ii) External Funding to Waste collection of £101,000;
  - iii) Various savings from Vacant Posts;
  - iv) There is a £66,000 saving from the cost of Internal Audit following its transfer to WETT.
- 3.8 The Finance Team is working with Service Managers to identify further savings and underspends to deliver the required savings whilst ensuring that the quality of service delivered to the community is not affected.

**Capital Budget summary Quarter 2 (April - September) 2011/12 – Overall Council**

<b>Department</b>	<b>Budget 2011/12 £'000</b>	<b>Actual spend April – September £'000</b>	<b>Balance To 31st March 2011 £'000</b>
<b>Business Transformation</b>	163	138	25
<b>Environmental Services</b>	3,544	1,246	2,298
<b>Planning &amp; Regeneration</b>	47	5	42
<b>Regulatory Services</b>	152	5	147
<b>Community Services</b>	1,413	402	1,011

**EXECUTIVE  
COMMITTEE**

6th December 2011

<b>Leisure &amp; Cultural Services</b>	6,765	6,694	71
<b>Finance &amp; Resources</b>	657	26	631
<b>Head of Policy, Performance &amp; Partnerships</b>	180	-	180
<b>Housing Services (inc HRA)</b>	7,116	4,076	3,040
<b>Total</b>	<b>20,037</b>	<b>12,592</b>	<b>7,445</b>

**Financial Commentary:**

- The major variances are due to the fact some capital projects have not yet been started during 2012.
- The Abbey Stadium Project is due to be completed by April 2012.
- Finance Officers are working with Heads of Service to establish the timetable for major projects.

**Treasury Management**

- 3.9 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

**Credit Risk**

- 3.10 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

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3.11 At 30th September 2011, short-term investments comprise:

	30th June 2011 £000	30th September 2011 £000
Deposits with Banks/Building Societies	10,500	15,800

**Income from investments**

- 3.12 An investment income target of £132k has been set for 2011/12 using a projected rate of return of 0.75% - 1.50%. During the past financial year, bank base rates have remained at 0.50% and current indications are projecting minimal upward movement for the short-term.
- 3.13 In the 3 months to 30 September, the Council earned income from investments of £41k. The Council is on track to achieve the budget on investments for 2011.

**General Fund Balances**

- 3.14 The General Fund Balance as at the 31st March 2011 is £1,564,495; the budget set in February 2011 included an estimated use of balance of £494,956.

**Legal Implications**

- 3.15 No Legal implications have been identified.

**Service / Operational Implications**

- 3.16 Sound performance management and data quality are keys to achieving improved scores in the Use of resources judgement. This performance report supports that aim.

**Customer / Equalities and Diversity Implications**

- 3.17 Performance Improvement is a Council Objective.

**4. RISK MANAGEMENT**

Risk considerations are covered within the report.

## **EXECUTIVE COMMITTEE**

6th December 2011

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### **5. APPENDICES**

- Appendix 1 - Environmental Services
- Appendix 2 - Community Services
- Appendix 3 - Regulatory Services
- Appendix 4 - Leisure & Cultural Services
- Appendix 5 - Planning & Regeneration
- Appendix 6 - Customer Services
- Appendix 7 - Finance & Resources
- Appendix 8 - Legal, Equalities & Democratic Services
- Appendix 9 - Policy, Performance & Partnerships
- Appendix 10 - Business Transformation
- Appendix 11 - Housing Services
- Appendix 12 - Corporate Services.

### **6. BACKGROUND PAPERS**

None.

### **AUTHOR OF REPORT**

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Tel: (01527) 64252 ext 3790.

**Appendix 1**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Environment**

**Revenue**

	Budget 2011/12 £'000	Profiled Budget Apr- Sept 2011/12 £'000	Apr-Sept 2011/12 Actual (inc commitments) £'000	Apr-Sept 2011/12 Variance £'000	Projected Outturn 2011/12 £'000	Projected Variance 2011/12 £'000
<b>Environmental Services</b>	505	248	246	(2)	505	0
<b>Env. Services Man. (Depot)</b>	516	258	248	(10)	516	0
<b>Highways &amp; Drainage</b>	438	241	239	(2)	435	(3)
<b>Manager Bereavement Services</b>	(265)	(46)	(33)	13	(265)	0
<b>Manager Lands. &amp; Cleansing</b>	37	90	95	5	37	0
<b>Manager Supplies And Transport</b>	102	51	54	3	102	0
<b>Manager Waste Collection</b>	1,175	588	461	(127)	1,074	(101)
<b>Manager Waste Management</b>	922	477	473	(4)	922	0
<b>TOTAL</b>	<b>3,430</b>	<b>1,907</b>	<b>1,783</b>	<b>(124)</b>	<b>3,326</b>	<b>(104)</b>

The projected variance on Highways and Drainage is due to a vacant post, part of the savings from this are being used to fund temporary staffing arrangements there is also a projected loss on car parking income.

The saving on Waste Collection is due to funding from WCC towards Waste Strategy which was not anticipated in the original estimates for 2011/12.

**Appendix 1**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Environment**

**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
<b>Improved Parking Scheme</b>	261	94	56	150	111
<b>Vehicle Purchase - Cleansing</b>	571	-	278	278	293
<b>L'Scape Imp Programme</b>	175	58	62	120	55
<b>Recycling Project</b>	90	-	-	-	90
<b>Town Centre Landscape Scheme</b>	465	6	-	6	459
<b>Park Infrastructure</b>	30	-	-	-	30
<b>Liveability</b>	4	-	2	2	2
<b>Brockhill Community Woodlands</b>	5	-	-	-	5
<b>L'Scaping Astwood Bank</b>	4	-	3	3	1
<b>Oakenshaw Spinney</b>	8	5	2	7	1
<b>Oakenshaw Woods</b>	7	-	1	1	6
<b>Greenlands Pub Open Space</b>	9	2	-	2	7
<b>Wirehill Woods</b>	12	-	-	-	12
<b>Crematorium Enhancement</b>	758	-	-	-	758
<b>Drainage Works Cemetery</b>	14	3	-	3	11



**Appendix 1**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Environment**

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<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
<b>Est Enhancement - Lodgepark</b>	384	256	11	267	117
<b>Est Enhancement - Woodrow</b>	59	31	0	31	28
<b>Est Enhancement - Winyates</b>	238	127	6	133	105
<b>Crematorium Extension</b>	35	2	-	2	33
<b>Land Drain Works - Old Forge Dr</b>	150	155	83	238	(88)
<b>Crossgate Depot Imps 2010</b>	80	3	-	3	77
<b>Culvert &amp; Ditch Pitcheroak Woods</b>	40	-	-	-	40
<b>C'Hill Brook Culvert &amp; F/Bridge</b>	20	-	-	-	20
<b>Foxlydiate Crescent Lighting</b>	25	-	-	-	25
<b>C'Hill Brook Footpath Imps</b>	20	-	-	-	20
<b>Flood Alleviation</b>	80	-	-	-	80
<b>Total</b>	<b>3,544</b>	<b>742</b>	<b>504</b>	<b>1,246</b>	<b>2,298</b>



**Appendix 2**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Community Services**

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**Revenue**

Service	Budget 2011/12 £'000	Profiled Budget Apr- Sept 2011/12 £'000	Apr-Sept 2011/12 Actual (inc commitments) £'000	Apr- Sept 2011/12 Variance £'000	Projected Outturn 2011/12 £'000	Projected Variance 2011/12 £'000
<b>Community Services</b>	1,614	787	685	(102)	1,584	(30)
<b>Control Centre Manager</b>	293	147	165	18	293	0
<b>Manager Care &amp; Repair</b>	55	27	39	12	55	0
<b>TOTAL</b>	<b>1,962</b>	<b>961</b>	<b>888</b>	<b>(73)</b>	<b>1,932</b>	<b>(30)</b>

Saving is due to maternity leave savings and vacant hours

**Appendix 2**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Community Services**

**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
Hmo Grants	26	7	-	7	19
Energy & Efficiency Installs	116	10	26	36	80
Micro Gen Tech	2	1	-	1	1
Interim Man Orders	49	-	-	-	49
Small Area Improvements	100	48	-	48	52
CCTV/Lifeline	34	17	4	21	13
P/S Hsg Computer System	10	-	-	-	10
Strat Hsg Research & Dev	50	59	11	70	(20)
Home Repairs Grant(Over 60'S)	228	11	-	11	217
Disabled Facilities Grant	798	208	-	208	590
<b>Total</b>	<b>1,413</b>	<b>361</b>	<b>41</b>	<b>402</b>	<b>1,011</b>

**Appendix 3**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Regulatory**

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**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments ) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Environmental Health</b>	1,169	584	588	4	1,169	0
<b>Manager Taxi Licensing</b>	179	99	90	(10)	179	0
<b>TOTAL</b>	1,347	684	678	(6)	1,347	0

No variances to report.

**Appendix 3**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Regulatory**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
<b>Regulatory Shared Services</b>	100	-	-	-	100
<b>Contaminated Land(Bdc)</b>	52	5	-	-	47
<b>Total</b>	<b>152</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>147</b>

**Appendix 4**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Leisure & Cultural**

**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Business Development</b>	27	0	2	3	27	0
<b>Cultural Services</b>	944	500	425	(76)	944	0
<b>Leisure &amp; Cultural Man</b>	255	127	188	60	255	0
<b>Parks &amp; Green Spaces</b>	919	418	389	(29)	925	6
<b>Sports Services</b>	1,260	644	605	(39)	1,294	34
<b>TOTAL</b>	<b>3,404</b>	<b>1,690</b>	<b>1,608</b>	<b>(82)</b>	<b>3,444</b>	<b>40</b>

The projected Variance on Sports Services relates to under achievement in additional income target on the Reddicard and Golf Course. This target has not been achieved and in addition to a marketing campaign being introduced the shortfall will be addressed as part of the budget review for 2012/13.

A saving from Business Rates in relation to the Golf Course has reduced the overall shortfall.

The variance on Cultural Services is due to additional income on Palace Shows at this time of year.

The variance on Leisure and Cultural Management is due to the recent Leisure Review, the new management structure has been implemented and budgets and recharges have not yet been fully adjusted.

**Appendix 4**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Leisure & Cultural**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
Abbey Stadium Consultation	6,746	4,958	1,718	6,676	70
South Street S106 Fund	19	8	9	18	1
<b>Total</b>	<b>6,765</b>	<b>4,966</b>	<b>1,727</b>	<b>6,694</b>	<b>71</b>

No significant variances.



**Appendix 5**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Planning & Regeneration**

**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Building Control</b>	310	156	132	(25)	288	(22)
<b>Economic Development</b>	202	101	75	(26)	190	(13)
<b>Head Of Planning &amp; Regeneration</b>	43	21	24	2	43	0
<b>Planning Services</b>	1,474	721	592	(129)	1,385	(90)
<b>TOTAL</b>	<b>2,029</b>	<b>1,000</b>	<b>823</b>	<b>(177)</b>	<b>1,905</b>	<b>(125)</b>

The savings relate to salary savings due to 2 members of staff working for BDC currently and additional income due to more applications on Building Control.

**Appendix 5**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Planning & Regeneration**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
<b>Train Station Project</b>	25	5	-	-	20
<b>Idox Uniform Software</b>	22	-	-	-	22
<b>Total</b>	47	5	-	-	42

**Appendix 6**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 - Head Of Customer Services**

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**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Customer Support Services</b>	921	490	450	(40)	911	(10)
<b>TOTAL</b>	921	490	450	(40)	911	(10)

The underspend is due to efforts to minimise spend to essential items only.



**Appendix 7**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Finance & Resources**

**Revenue**

	Budget 2011/12 £'000	Profiled Budget Apr- Sept 2011/12 £'000	Apr-Sept 2011/12 Actual (inc commitments) £'000	Apr- Sept 2011/12 Variance £'000	Projected Outturn 2011/12 £'000	Projected Variance 2011/12 £'000
<b>Asset Maint</b>	1,009	637	687	50	984	(25)
<b>Audit Services</b>	108	54	(6)	(60)	43	(65)
<b>Benefits</b>	1,319	620	597	(23)	1,319	0
<b>Corporate Management</b>	1,091	523	506	(17)	1,091	0
<b>Council Tax</b>	1,000	500	404	(95)	1,000	0
<b>Financial Services</b>	678	339	327	(12)	678	0
<b>Head Of Resources</b>	43	22	24	3	43	0
<b>Human Resources</b>	487	243	226	(18)	487	0
<b>Procurement</b>	78	39	14	(25)	78	0
<b>Property Management</b>	(53)	(155)	(162)	(8)	(56)	(2)
<b>TOTAL</b>	<b>5,759</b>	<b>2,821</b>	<b>2,615</b>	<b>(206)</b>	<b>5,667</b>	<b>(92)</b>

There have been net savings on Business Rates in relation to properties owned by the Borough which will result in an underpend of £25k (asset maint) and £2k (Property Management) following changes in the Valuation List.

In addition there has been a reduction in charge from due to the new shared services arrangements with Worcestershire Internal Audit Services.

**Appendix 7**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Finance & Resources**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
<b>Benefits Replacement System</b>	13	4	-	4	9
<b>Energy Manage/ Measure</b>	25	-	-	-	25
<b>Public Building</b>	309	9	13	22	287
<b>Energy Management System 2010</b>	100	-	-	-	100
<b>Hewell Rd Pool Works</b>	210	-	-	-	210
<b>Total</b>	<b>657</b>	<b>13</b>	<b>13</b>	<b>26</b>	<b>631</b>

**Appendix 8**  
**Budget Summary Quarter 2**  
**(April - September) 2011/12**  
**Head Of Legal, Equalities, & Democratic Services.**

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**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Civic Support</b>	104	52	40	(13)	104	0
<b>Democratic Services</b>	569	289	253	(35)	569	0
<b>Elections</b>	246	163	144	(19)	246	0
<b>Legal Services</b>	395	198	153	(44)	369	(26)
<b>TOTAL</b>	<b>1,314</b>	<b>702</b>	<b>590</b>	<b>(112)</b>	<b>1,288</b>	<b>(26)</b>

The net underspend for the department relates to a number of issues including:

- Vacancies in the department which have been kept on hold pending the implementation of the shared service with Bromsgrove District Council.
- Officers have enabled access to electronic information resulting in an underspend on books and publications.
- A delay in payments made to Bromsgrove District Council to support the shared election service and additional efficiencies within the shared service generally.





**Appendix 9**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12**  
**Policy Performance And Partnerships**

**REVENUE**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Communications</b>	235	117	90	(28)	235	0
<b>Policy Performance &amp; Partnership</b>	214	130	126	(4)	214	0
<b>Print &amp; Reprographic Services</b>	140	70	70	0	140	0
<b>TOTAL</b>	<b>589</b>	<b>317</b>	<b>285</b>	<b>(32)</b>	<b>589</b>	<b>0</b>

No underspend expected in 2011/12 as there is a delay in invoicing from BDC on Communications.

**Appendix 9**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12**  
**Policy Performance And Partnerships**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £'000</b>	<b>YTD Actuals £'000</b>	<b>Commitments £'000</b>	<b>Actual + Commitments £'000</b>	<b>Balance £'000</b>
<b>Solar Panels</b>	180	-	-	-	180
<b>Total</b>	<b>180</b>	-	-	-	<b>180</b>

**Appendix 10**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Business Transformation**

**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
Business Transformation	708	354	325	(29)	708	0
Head Of Business Transformation	51	25	23	(3)	51	0
IT Licences Direct Services	124	124	118	(6)	124	0
<b>TOTAL</b>	<b>883</b>	<b>504</b>	<b>466</b>	<b>(38)</b>	<b>883</b>	<b>0</b>

No savings predicted to end of year.

**Appendix 10**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Business Transformation**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £000</b>	<b>YTD Actuals £000</b>	<b>Commitments £000</b>	<b>Actual + Commitments £000</b>	<b>Balance £000</b>
<b>IT Replacement Programme</b>	62	38	8	46	16
<b>Members ICT Facilities</b>	11	1	1	2	9
<b>New Telephone System</b>	90	63	27	90	-
<b>Total</b>	<b>163</b>	<b>102</b>	<b>36</b>	<b>138</b>	<b>25</b>

**Appendix 11**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Housing & Community**

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**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Housing General Fund</b>	1,053	526	488	(38)	1,023	(30)
<b>TOTAL</b>	1,053	526	488	(38)	1,023	(30)

Savings are due to vacant posts.

**Appendix 11**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12 – Head Of Housing & Community**

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**Capital**

<b>Capital Scheme</b>	<b>Budget £000</b>	<b>YTD Actuals £000</b>	<b>Commitments £000</b>	<b>Actual + Commitments £000</b>	<b>Balance £000</b>
<b>Catch Up Rep-Bath Replacements</b>	635	347	213	560	75
<b>Catch Up Rep-Kitchen Upgrades</b>	2,053	868	434	1,302	751
<b>Catch Up Repairs</b>	748	547	5	552	196
<b>Asbestos General</b>	238	80	-	80	158
<b>Structural Repairs</b>	172	56	-	56	116
<b>General Roofing</b>	134	119	-	119	15
<b>Rewiring</b>	632	222	195	417	214
<b>Upgrade Of Ch Systems</b>	707	278	348	626	81
<b>Window Replacements</b>	120	25	-	25	95
<b>Roof Works – C/Hill &amp; Wood</b>	97	13	33	46	52
<b>Disabled Adaptations</b>	674	242	3	245	429
<b>Security Door Entry Scheme</b>	220	4	12	16	204
<b>Housing Management It System</b>	100	-	-	-	100
<b>Solid Wall Insulation</b>	300	-	-	-	300
<b>Repairs To Sheltered Hsg Stock</b>	166	24	8	32	134
<b>Winslow Close Heating</b>	120	-	-	-	120
<b>Total</b>	<b>7,116</b>	<b>2,825</b>	<b>1,251</b>	<b>4,076</b>	<b>3,040</b>

**Appendix 12**  
**Revenue Budget Summary Quarter 2**  
**(April - September) 2011/12 –Corporate Services**

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**Revenue**

<b>Service</b>	<b>Budget 2011/12 £'000</b>	<b>Profiled Budget Apr- Sept 2011/12 £'000</b>	<b>Apr-Sept 2011/12 Actual (inc commitments) £'000</b>	<b>Apr- Sept 2011/12 Variance £'000</b>	<b>Projected Outturn 2011/12 £'000</b>	<b>Projected Variance 2011/12 £'000</b>
<b>Corporate Services</b>	327	164	127	(37)	297	(30)
<b>TOTAL</b>	<b>327</b>	<b>164</b>	<b>127</b>	<b>(37)</b>	<b>297</b>	<b>(30)</b>

A contribution has been made by Bromsgrove District Council towards Admin Support. This is additional income as it was not anticipated during the budget setting process.





**EXECUTIVE  
COMMITTEE**

10th January 2012

**CORE STRATEGY CONSULTATION**

Relevant Portfolio Holder	Cllr Jinny Pearce, Portfolio Holder for Planning, Regeneration, Economic Development and Transport
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford, Head of Planning and Regeneration
Wards Affected	All Wards
Ward Councillor Consulted	Not applicable
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

The report seeks a number of endorsements of material related to the previous consultation on Redditch's the Revised Preferred Draft Core Strategy (January – March 2011) and the endorsement of material to contribute towards the evidence base.

**2. RECOMMENDATIONS**

The Executive Committee is asked to **RECOMMEND** that

- 1) **the Officers' responses to the Revised Preferred Draft Core Strategy consultation, as attached at Appendix 1 to the report, be endorsed as the Borough Council's responses to comments received during consultation;**
- 2) **the documents attached as Appendix 2 to Appendix 8 be endorsed to form part of the Evidence Base and, for Appendix 2, to note that it can be used as a material consideration in Development Management decision making; and**
- 3) **the Officers' response to the draft national planning policy framework, as attached at Appendix 9, be retrospectively endorsed as the Borough Council's response.**

**EXECUTIVE  
COMMITTEE**10th January 2012

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**3. KEY ISSUES****Financial Implications**

- 3.1 There is a need to quickly progress the local plan for an area because of the risk posed with the presumption in favour of sustainable development. The uncertainty of the status of the local plan in the context of the national planning policy could mean that the Council is subjected to increased appeals and the financial risk associated with this.
- 3.2 There is also a requirement to have an adopted local plan in place to enable other income towards infrastructure projects either through Section 106 or Community Infrastructure Levy and to encourage housing permissions and construction to receive the new homes bonus.
- 3.3 The decision to advance a local plan for the area rather than a Core Strategy and the necessary subsequent Development Plan Documents (DPDs) is likely to have a positive effect on longer term financial costs of preparing and examining other DPDs.

**Legal Implications**

- 3.4 Redditch Borough Council is required to establish a development plan for the area in accordance with the Planning Act 2008 and the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.
- 3.5 With regard to Appendix 1, there were very few detailed comments on the strategy from other nearby Local Authorities which is not surprising given a lot of the uncertainties with the planning system. However it should be noted that the Borough Council will be legally required to respond fully to other neighbouring authorities' plans under the new duty to co-operate in the not too distant future.
- 3.6 Given the imminent departure of the Regional Spatial Strategy (RSS), the Duty will be in place to ensure co-ordination between authorities. As part of these new arrangements it is envisaged that for any nearby emerging plan on consultation with a possible impact on Redditch, that Officers will present the issues to the Planning Advisory Panel for discussion to inform a response to be subsequently endorsed by the Council.

**EXECUTIVE  
COMMITTEE**

10th January 2012

**Service / Operational Implications**

- 3.7 The Revised Preferred Draft Core Strategy was consulted upon between 21st January 2011 and 4th March 2011. Over 300 responses were received by letter and email and also three related petitions have been submitted in response to the consultation material.
- 3.8 Appendix 1 contains a table including a summary of the responses received, an Officer response to the comments and a related recommended action where a change can be identified.
- 3.9 The key points to take from the responses is that local public view is that the development targets should be lower than the previous RSS targets, and that there is little local support for development on any of Redditch's strategic sites. However it is positive that the capacity of Redditch identified in the Strategic Housing Land Availability Assessment has now been through such a detailed level of scrutiny and debate in many forums and the Council can be confident of its robustness going forward.
- 3.10 Appendix 2 is the Landscape Character Assessment Supplementary Guidance. At the Cabinet meeting of Worcestershire County Council this was formally endorsed so that it may form a material consideration in the County Council's planning decisions. It was also commended to the Councils of Worcestershire for their own endorsement, so that it may form a material consideration in all respective Councils' planning decisions.
- 3.11 Worcestershire County Council, on behalf of Redditch Borough Council commissioned Halcrow to complete a Transport Assessment (Appendix 3) to consider the implications of future development in the Borough in accessibility and traffic terms. The Transport Assessment comprises of a Accessibility Report which measures and distinguishes which development sites are the best performing based on local accessibility (ease of access to destinations via public transport, cycle and walking) and wider key destinations such as employment. The second part of the Transport Assessment comprises of a Traffic Impact Assessment tool, which assesses the impact of a number of development sites on the road network.
- 3.12 The update to the Employment Land Review (Appendix 4) represents the 2011 annual update. The update seeks to present a clear picture of the current situation with regard to Employment Land demand, need and supply in Redditch Borough. This update evidences possible employment land targets for the Borough and a portfolio of local employment sites to meet this target which can be considered in drawing up the revised Local Plan.

**EXECUTIVE  
COMMITTEE**

10th January 2012

- 3.13 The Historic Environment Assessment (HEA)(Appendix 5) combines County landscape character mapping with Historic Environment Record data and an outline Historic Landscape Character assessment. The results have produced 20 distinctive Historic Environment Character Zones which are supported by character statements assessing historic environment survival, potential, documentations, diversity, group value, sensitivity and amenity potential for each zone. The HEA will inform the Green Infrastructure Strategy and the Character Zones will inform the determination of development proposals.
- 3.14 A Phase 1 Habitat Survey and Protected Species Survey Assessment has been completed for the Winyates Green Triangle (Appendix 6). It finds that the site supports an interesting mosaic of semi-natural habitats and includes Ravensbank Drive Bridle Track which is designated as a Special Wildlife Site. In relation to protected species, further surveys are recommended for great crested newts, bats, badgers and potentially dormice. Based on the assessment it is concluded that it is unlikely that a large-scale development could be adequately incorporated on this site without significant loss and/or affect to the semi-natural habitats. A smaller development, if adequately located on poorer grassland, whilst minimising damage to, and retaining where possible woodland, hedgerows, ponds and stream habitat, would have a significantly lower impact.
- 3.15 The Affordable Housing Viability Assessment (Appendix 7) has been produced to ensure that optimum affordable housing provision in Redditch is achievable and economically viable on sites identified to meet the Borough's housing target. The Assessment provides the evidence to underpin a robust Affordable Housing policy (Policy 10) in the Core Strategy or its subsequent update in the next stage of plan production. The AHVA tests the appropriateness of the current affordable housing contribution of 40% of dwellings on sites of 15+ dwellings or over 0.5 ha in size. It also recommends an appropriate and economically viable range of site thresholds for which on-site affordable housing provision or off-site commuted sums would be required through S106 contributions.

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- 3.16 The Redditch Playing Pitch (Appendix 8) strategy aims to provide a strategic approach to future playing pitch provision; it will provide direction and set priorities for sports for both the Council and its local partners. The strategy provides baseline data on the current quantity and quality of all the playing pitches in Redditch and identifies gaps in provision. The strategy includes an action plan, agreed with partners, to improve provision for local communities and how this might be achieved. The recommendations of the Playing Pitch Strategy will be implemented through planning policy documents and by the Council's Leisure Services as appropriate.
- 3.17 Given the emphasis at a national level away from 'spatial plans' where there is a conscious effort for the Core Strategy to reflect and respond to the aspirations of other documents, there is an emerging requirement for a genuine 'local plan' to guide development.
- 3.18 Officers would therefore recommend advancing a Redditch 'Local Plan' (Redditch Local Plan No.4), and the format of the emerging core strategy would be subsequently changed. This change will require additional work, not least to plug the policy gaps from the imminently departure of the West Midlands RSS and the PPS/PPGs at the national level, but also to consider what local development management policy is needed to support the local choices for development. This work is not considered to be an overly time consuming task.
- 3.19 The responses in Appendix 1 have been subject to review at the Planning Advisory Panel. The other attachments and evidence have all also been through Planning Advisory Panel before the Executive meeting.
- 3.20 The Landscape Character Assessment Supplementary Guidance (LCA SG) is a non-statutory document that will provide guidance on the application of landscape character principles to development. The LCA SG will ultimately be used to help guide and determine relevant planning applications. Whilst it will not constitute a formal part of the Development Plan, it is intended that the final document will carry weight as a 'material consideration' and so can form part of the reasoning for planning decisions.
- 3.21 Supplementary Guidance differs from 'Supplementary Planning Documents', which are usually produced as part of the Local Development Framework; this document has been prepared by Worcestershire County Council.
- 3.22 The draft version of the Supplementary Guidance and the accompanying SA report were subject to a public consultation from Monday 13th June 2011 to Friday 22nd July 2011.

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- 3.23 The LCA SG will be reviewed on a five-yearly basis in order to incorporate any policy or other changes and in the light of latest LCA development.
- 3.24 The endorsement of this evidence base will allow Officers to continue to prepare a Local Plan for Redditch. Officers will need to continue to work closely with Officers from neighbouring Bromsgrove District and Stratford on Avon District in preparation.

**Customer / Equalities and Diversity Implications**

- 3.25 An Equalities Impact Assessment of the previous Core Strategy draft was produced and another will be produced at the time of Policy review.

**4. RISK MANAGEMENT**

As discussed under financial implications there is a potential risk from the presumption in favour of sustainable development. The uncertainty of the status of the local plan in the context of the national planning policy could mean that the Council is subjected to increased appeals. It is therefore proposed to produce a Plan as quickly as possible.

**5. APPENDICES**

- Appendix 1 : Core Strategy Response Table
- Appendix 2 : Worcestershire Landscape Character Assessment  
Supplementary Guidance
- Appendix 3 : Transport Assessment
- Appendix 4 : Employment Land Review Update
- Appendix 5 : Historic Environment Assessment
- Appendix 6 : Winyates Green Triangle Ecological Assessment
- Appendix 7 : Affordable Housing Viability Assessment
- Appendix 8 : Playing Pitch Strategy
- Appendix 9 : Response to the Draft National Planning Policy  
Framework

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## **6. BACKGROUND PAPERS**

Revised Preferred Draft Core Strategy (21<sup>st</sup> January – 4<sup>th</sup> March 2011)  
Employment Land Review (2009)  
Employment Land Review Update (2010)  
Employment Land Review Guidance Note (2004)  
Draft National Planning Policy Framework  
Planning Act 2008  
Town and Country Planning (Local Development) (England)  
(Amendment) Regulations 2008  
Localism Act 2011  
Minutes from Planning Advisory Panel Meetings.

## **7. KEY**

RSS Regional Spatial Strategy.  
DPD Development Plan Document.  
LDF Local Development Framework.  
LCA Landscape Character Assessment.  
MAFF ALC – Ministry of Agriculture Fisheries and Food – Agricultural  
Land Classification  
PPS Planning Policy Statement.  
PPG Planning Policy Guidance.

## **AUTHOR OF REPORT**

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Tel: 01527 64252 Ext 3376





**CONSTITUTIONAL REVIEW WORKING PARTY**

**ACTION NOTES**

**Monday 12th December 2011**

**Present: Cllr Carole Gandy (Chair) and  
Cllrs Braley, Bush, Chance, Hartnett & Pearce.**

**Officer: Steve Skinner.**

**8. Apology**

An apology was received on behalf of Claire Felton (Head of Legal, Equalities and Democratic Services / Monitoring Officer).

**9. NOTES OF PREVIOUS MEETING**

Members agreed the record of the previous meeting as correct.

Matters arising would all be picked up under the agenda items.

Members noted matters already now approved by Council in relation to 4-week meeting cycles for the Executive and O&S Committees and deletion of the Housing Appeals Committee. Employment Appeals would be referred back to the Working Party as soon as revised proposals were ready, and negotiations with Trade Union had reached a conclusion.

**10. PORTFOLIO HOLDERS – DELEGATED AUTHORITY**

An updated Portfolio Holder Guidance Sheet was agreed for reference (which it was noted was now mostly a matter of the Leader's discretion).

**11. ELECTORAL MATTERS COMMITTEE**

Members considered a suggestion that an Electoral matters Committee would be a useful additional body to exercise powers on behalf of the Council relating to electoral matters and elections.

Members expressed their preference for the retention of existing reporting arrangements to full Council considering:

- the relatively infrequent need for such a Committee;

- concerns about a small body taking potentially contentious decisions on behalf of the whole Council;
- risks attached to this in terms of quorum and political balance;
- the ability to create separate arrangements when the need arose – for instance in the case of boundary review.

It was therefore **RECOMMENDED** that

**no further action be taken in respect of this proposal.**

## 12. **SCHEME OF DELEGATIONS**

Members noted progress to date in the reformatting and updating of the Scheme of Delegations. Members agreed the revised 'tabular' layout would provide a much clearer reference to approved delegations.

No recommendations at this stage. Carry Forward.

## 13. **COUNCIL PROCEDURE RULES**

### A) Questions on Notice (Procedure Rule 9)

It was noted that the new Constitutional arrangements permitted Questions at Council not just to the Leader, but also to the Mayor and to other individual Councillors (mostly Chairs / Portfolio Holders). This provision would be reflected in future Council agendas and practice.

Members added that Questions should actually be proper 'questions', and confirmed that Officers should advise Members of other routes available to them in respect of other business.

### B) Announcements (Procedure Rule 10)

It was noted and agreed that : ***Announcements at full Council may be made by the Mayor, Leader, and/or Chief Executive Officer.***

It was **RECOMMENDED** that

**the minor addition to the Constitution in respect of Announcements detailed in bold italic text above be approved, with immediate effect.**

## 14. **PLANNING COMMITTEE PROCEDURAL RULES / TERMS OF REFERENCE / PUBLIC SPEAKING**

Further to Note 5 of the previous meeting, Members consider an updated draft set of Procedural Rules, etc. as now attached as Appendix 2.

Members noted that this matter was also listed for consideration by the Planning Committee at its meeting on 13<sup>th</sup> December.

Members made a number of adjustments to the draft proposal, as now reflected in the latest updated version attached (all changes shown in bold italic script and/or lined though).

In terms of Member training required for Planning Committee Members, the Working Party referred to the Member Support Steering Group the issue of possible online training for 'Returning Members', as an alternative to the usual formal sessions with trainer / Officers, etc.

**RECOMMENDED that**

**the amendments to the Constitution in respect of the Planning Committee, as detailed at Appendix 2 to these Notes, be approved for implementation with immediate effect / OR with effect from the new municipal year (*to be determined*).**

**15. PETITIONS SCHEME**

Further to Note 4 of the previous meeting, Members considered updated draft revisions to the Petitions Scheme, as now attached as Appendix 3 to these Notes.

Members made a number of adjustments to the draft proposal, as now reflected in the latest updated version attached (all changes shown in bold italic script and/or lined though).

**RECOMMENDED that**

**the amendments to the Petition Scheme, as detailed at Appendix 3 to these Notes, be approved for implementation with immediate effect / OR with effect from the new municipal year (*to be determined*).**

**16. WORK PROGRAMME**

Members noted progress to date against the checklist / Constitution Contents list provided. Appendix 1 to these Notes provides the updated situation.

**17. AGM COMMITTEE APPOINTMENTS / OUTSIDE BODIES**

Updated lists were circulated for Members' / Leaders' reference / later use.

Members noted the need, further to Note 2)6) of the previous meeting, to review their Outside Body appointments / nominations.

18. **NEXT MEETING(s)**

It was **AGREED** that

**the next meetings of the Working Party be held on**

- **Thursday 19th January 2012, starting at 6.30 pm (after Portfolio Holders' Briefing); and**
- **Monday 27th February 2012, starting at 6.30 pm.**

**replacing two now-cancelled Member Development sessions.**

**The meeting started at 6.30 pm and closed at 8.00 pm.**

ATT: Appendix 1 – CRWP Checklist

Appendix 2 – Planning Procedure Rules, etc.

Appendix 3 – Petitions Scheme

Appendix 4 – Portfolio Holders' Guide – updated.

## APPENDIX 1

	<b><u>CONTENTS / CHECKLIST</u></b>	(13th Dec 11)
<b>PART 1</b>	The Constitution – <b>Introduction and Explanation</b>	<b>UPDATE AFTER ELECTIONS / AGM</b>
<b>PART 2</b>	Articles of the Constitution	<b>UPDATE POLICY FRAMEWORK</b>
<b>PART 3</b>	Table 1 - Responsibility for Functions : Council Functions / Executive Functions Table 2 - <b>Committee Terms of Reference</b>  Table 3 - Delegations to Committees / <b>Scheme of Delegation to Officers</b>  Table 4 - Joint Arrangements	<b>UPDATE AFTER ELECTIONS / AGM</b>  <b>REMODEL / UPDATE</b>
	<b><u>Procedure Rules</u></b>	
<b>PART 4</b>	Council Procedure Rules	<b>MINOR UPDATES NOW AGREED</b>
<b>PART 5</b>	Access to Information Procedure Rules	
<b>PART 6</b>	Budget and Policy Framework Procedure Rules	
<b>PART 7</b>	Executive Committee Procedure Rules	
<b>PART 8</b>	Overview and Scrutiny Procedure Rules	
<b>PART 9</b>	<b>Audit &amp; Governance Procedure Rules</b>	<b>CREATE NEW</b>
<b>PART 10</b>	<b>Planning Committee Procedure Rules – Appendix – Public Speaking Rules</b>	<b>DRAFT UPDATES NOW AGREED – Appendix 2 att.</b>
<b>PART 11</b>	<b>Financial Procedure Rules – [Existing Approved Financial Regulations apply, PENDING REVIEW]</b>	<b>CONSIDER MAJOR REVISIONS</b>
<b>PART 12</b>	<b>Contracts Procedure Rules</b>	<b>CONSIDER REVISIONS</b>
<b>PART 13</b>	Officer Employment Rules	<b>UPDATE DUE</b>
<b>PART 14</b>	Management Arrangements	<b>UPDATE DUE</b>
<b>PART 15</b>	<b>Members' Allowances Scheme</b>	<b>UPDATE POST FEB CT EXEC / COUNCIL</b>

	<u>Codes and Protocols, etc.</u>	
<b>PART 16</b>	<b>Members' Code of Conduct - changes to national Standards Regime forces major review</b>	<b>MAJOR UPDATES NECESSARY</b>
<b>PART 17</b>	Members' Code of Conduct on Gifts and Hospitality	<b>UPDATE DUE ?</b>
<b>PART 18</b>	Member / Officer Relations Protocol	
<b>PART 19</b>	<b>Officers' Code of Conduct</b>	<b>UPDATES NECESSARY RE BRIBERY ACT</b>
<b>PART 20</b>	Planning Code of Practice / Appendix – Protocol on Pre-Application Discussions	<b>UPDATE NEEDED?</b>
<b>PART 21</b>	Licensing Code of Practice	
<b>PART 22</b>	<b>Internet &amp; Email Policy / IT Protocols</b>	UPDATES FURTHER TO COUNCIL DECISIONS RE POLICIES
<b>PART 23</b>	<b>Auditing Procedures – NEW DOCUMENT REQUIRED</b>	<b>WITH AUDIT IN WORCESTER</b>
<b>PART 24</b>	<b>Protocol on Member Representation on Outside Bodies – NEW DOCUMENT</b>	<b>NEW DOC'T / OB LIST REQUIRED</b>
<b>PART 25</b>	Members' Roles Document	UPDATE RE IRP?
<b>PART 26</b>	<b>Petitions Scheme</b>	<b>DRAFT UPDATES NOW AGREED - Appendix 3 att.</b>

**DRAFT****PLANNING COMMITTEE PROCEDURE RULES**

(Suggested changes are indicated in ***bold italic*** or ~~struck through~~)

**1. Terms of Reference of Planning Committee**

- 1.1 The Council will appoint a Planning Committee.
- 1.2 The Terms of Reference of the Planning Committee are as set out in Table 2 of Part 3 of the Constitution.

*(Note: copy attached below for ease of reference – it will appear in its correct place in the final Constitution)*

**2. Time and Place of Meetings**

- 1.1 The Planning Committee shall normally meet on a four weekly cycle on dates to be set by the Chief Executive, in consultation with the Committee Chair.
- 1.2 Meetings will normally commence at 7.00 pm at the Town Hall, Redditch.
- 1.3 The time and place of Planning Committee meetings may be varied by the Chief Executive, in consultation with the Committee Chair, and any such change will be notified in the agenda.

**3. Composition of the Planning Committee**

- 3.1 The Planning Committee will comprise such number of Councillors as may be determined annually at the Council's Annual Meeting (9 in the 2011/12 municipal year).
- 3.2 Article 8.4 of the Articles at Part 2 of this Constitution applies to the Planning Committee. [*Reproduced here below for ease of reference:*

**8.4 Qualifications for sitting on Regulatory and other Committees**

Only those Councillors who have undertaken appropriate training may sit on relevant committees, sub-committees or panels; the Chief Executive, in consultation with the Member Support Steering Group, will determine the criteria to be met in respect of each committee, sub-committee or panel and the Chief Executive will determine whether individual Councillors have met those criteria.]

- 3.3 Members of the Planning Committee who cannot attend a particular meeting may arrange for an appropriately trained substitute to attend in his or her place in accordance with Article 8.4 of the Articles at Part 2 of this Constitution.

**DRAFT**

3.4 ***The Leader and Deputy Leader of the Council cannot be a member of the Planning Committee and cannot sit as a substitute on the Planning Committee.***

**4. Chair**

4.1 The Planning Committee Chair and Vice-Chair will conventionally be appointed at the Council's Annual Meeting. Failing this, the Committee will appoint one of its members as Chair at its first meeting following the Annual Council Meeting.

4.2 Neither the Chair ***nor the Vice-Chair, if a member of the Controlling Party Group***, will be a member of the Executive Committee.

**5. Quorum**

The quorum for a meeting of the Planning Committee is ~~3~~ **5**.

**6. Application of Council Procedure Rules**

The Council Procedure Rules (as specified in Council Procedure Rule 24) will apply to all meetings of the Planning Committee, except as modified by these Rules.

**7. Procedure for Determining Applications for Planning Permission**

7.1 A Planning Officer will present the Officers' report.

7.2 Members of the public who have registered to speak may then address the meeting in accordance with the agreed procedure for public speaking.

7.3 Ward Members who have registered to speak may address the meeting in accordance with the agreed procedure for public speaking.

7.4 The Applicant's / Supporters' side shall always speak last.

7.5 Committee Members will be invited to ask each Speaker questions of clarification, only to ascertain that they have understood their representations.

7.6 Officers shall respond to the representations, advising the Committee on their material relevance, or otherwise.



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- 7.7 Committee Members will then be invited to ask Planning Officers questions of clarification.
- 7.8 The Chair will then open the debate. With the consent of the Chair, members of the Committee will be entitled to address the meeting more than once.
- 7.9 Before taking the vote the Chair will ascertain whether the motion before the Committee is clearly understood.
- 7.10 If no alternative recommendation is put forward the Chair will proceed to the vote.
- 7.11 If one or more alternative recommendations are put forward the Chair will deal with these one by one in accordance with the approved constitutional rules of debate (Council Procedural Rule 13);
- 7.12 At each stage, the Chair shall :
- a) invite Planning Officers to advise the Committee on the extent to which the alternative recommendation and the reasons given for it fall within or outside planning policy; and/or
  - b) consider whether an adjournment is required to enable the Member proposing the alternative recommendation to take advice from Officers;
- and only then proceed to the vote.

**8. Public Speaking**

- 8.1 Members of the public, and other interested parties, shall be entitled to participate in Planning Committee meetings and may address the Planning Committee in support of or against any application for planning permission
- 8.2 Public Speaking / participation shall be permitted in accordance with the approved Procedure (the current version is attached at Appendix 1 to these Procedure Rules).

**9. Members of the Planning Committee with Personal and Prejudicial Interests and Public Speaking**

Members of the Planning Committee who have declared a personal and prejudicial interest in an item on the agenda at a meeting may participate in Planning Committee meetings to the extent permitted by paragraph 12 (2) of the Code of Conduct in Part 16 of this Constitution and in accordance with paragraph 8 of these Procedure Rules.

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Once the Member has made his/ her representations, and before the Chair opens debate on the application concerned, the Member must leave the room.

**10. Ward Members**

- 10.1 Ward Members shall be entitled to participate in Planning Committee meetings to the extent set out under paragraph 8 of these Procedure Rules (Public Speaking) and may address the Planning Committee in support of or against any application.
- 10.2 A Ward Member wishing to address the Planning Committee must give notice to the Committee Services Team of his or her intention to do so by the same deadline set for Public Speakers, as detailed in the attached Procedure.
- 10.3 Time limits shall be the same for (Ward) Members who wish to speak in relation to a planning application as for any other Public Speaker.

**11. Site Visits**

***Formal Site Visits shall routinely be arranged for Committee Members before consideration of any major significant \* applications (such need to be determined by Senior Planning Officers, in consultation with the Chair).***

**12. Limit to length of Meetings**

Meetings shall not proceed beyond 10.00 pm, without the consent of the Committee by majority vote.

Any business remaining shall be deferred to the next available meeting of the Committee, or to an earlier additional meeting, as considered most appropriate by the Committee, further to Officer advice.

**13. Appendices**

Appendix 1. Procedure for Public Speaking.

***Note:*** \* Change to '**significant**' was agreed by Planning Committee on 13<sup>th</sup> December, as '**major application**' has a different, specific meaning in Planning terms, which might lead to confusion. No other amendments were agreed by Planning Committee.

*It might also be advisable after all to leave the Quorum where it is at **3 Members** as, owing to Redditch Co-op Homes Membership, a quorum of 5 would not have been met on one item at the 13<sup>th</sup> December meeting.*

## DRAFT

**PLANNING COMMITTEE - PROCEDURE FOR PUBLIC SPEAKING**

1. A person wishing to address the Planning Committee must give notice to the Committee Services Team of his or her intention to do so by ~~4.00 pm on the Friday preceding~~ / **12 noon on the day of** the Planning Committee meeting in question.
2. Agenda running orders will be reviewed by the Chair before the start of the meeting to enable the Committee to consider the most controversial items first. This will normally take into account the number of Public Speakers registered per item and/or the size of the public attendance in respect of any given application.
3. The order of speakers will follow the principles of natural justice to enable the applicant a fair right of reply to those opposing a development.

The order of speaking will therefore be:

- a) **Objectors**
- b) Ward Member(s) objecting to application  
Members' questions to each objector (through Chair)\*  
***(Officer comment at each stage as appropriate.)***
- c) **Supporters**
- d) Ward Member(s) supporting application  
Members' questions to each supporter (through Chair)\*  
***(Officer comment at each stage as appropriate.)***
- e) Applicant(s)/ agent  
Members' questions to applicant/agent (through Chair)\*  
***(Officer comment at each stage as appropriate.)***

Note \* Members' questions at this stage must only be *to clarify* the representations made by Public Speakers.

4. Subject as mentioned at paragraphs 5 and/or 6 below, an applicant (or agent) and/or an individual objector or supporter will each be allowed to speak for no more than 3 minutes.
5. Subject as mentioned at paragraph 6 below, where there is a group of supporters or objectors with a common interest, the group will be allowed no more than 10 minutes within which to address the Committee.

## DRAFT

6. The Committee Chair shall have the discretion:
- (i) in exceptional circumstances, to allow late additions to the list of public Speakers;
  - (ii) to decide not to allow speeches, which merely repeat representations made in earlier speeches, **which are inaccurate**, or which are irrelevant to material Planning considerations; and
  - (ii) depending upon circumstances, to vary the periods of time referred to in paragraphs 4 and/or 5 above where s/he deems it appropriate.

For example, the Chair may wish to allow an individual applicant, agent, objector or supporter or a spokesperson for a group of objectors or supporters extra time within which to address the Committee, where the issues are numerous or particularly complex.

7. Members' questions will clearly extend this time but will enable issues to be fully understood.
8. For the purpose of ensuring a fair hearing, the Chair will offer the Supporters' / Applicant's side an equivalent time to Objectors, or vice versa, where there is an imbalance between the two.
9. If several individual speakers register, it may be necessary, for the efficient conduct of the meeting, for the Chair to encourage a spokesperson to be identified. Where this is not possible, each speaker will be allowed, at the Chair's discretion, to speak separately and with suitable prompting where issues are being repeated that have been raised by a previous speaker.
10. Direct or open questioning and discussion / debate between Public Speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.
11. After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.

END.

## DRAFT

APPENDIX – Excerpt from Table 2 Part 3 – **Committee Terms of Reference****PLANNING COMMITTEE**

Number of Members	9 (or such number as is established at the Council's Annual Meeting)
Politically Balanced Y/N	Y
Quorum	3 <b>(5?)</b>
Procedure Rules applicable	Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ol style="list-style-type: none"> <li>1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- <ol style="list-style-type: none"> <li>a. considering and determining applications for Planning Permission</li> <li>b. Enforcement of planning control</li> <li>c. Building Preservation, Listed Buildings and Conservation Areas</li> <li>d. Tree Preservation Orders</li> <li>e. Control of Advertisements</li> <li>f. Footpath Diversion Orders under Town and Country Planning legislation</li> <li>g. Certificates of Lawfulness.</li> </ol> </li> <li>2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities</li> <li>3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003</li> </ol>
Special provisions as to the Chair	The Chair <b>and the Vice-Chair, if members of the controlling Party Group</b> , shall not be members of the Executive Committee

## DRAFT

Special provisions as to membership	<p>1) The Leader of the Council cannot be a member of the Committee.</p> <p>2) Only those Councillors who have undertaken appropriate training * may sit on the Planning Committee.</p> <p>The Chief Executive, in consultation with the Member Support Steering Group will determine the criteria to be met and whether individual Councillors have met those criteria.</p> <p>* Annual Planning Committee training sessions for new and 'returning' members of the Committee.</p> <p><b><u>Definitions: For the purposes of clarity:</u></b></p> <p><b><u>'Returning Members'</u> are those who are re-appointed to the Planning Committee with <u>no break in membership of more than 12 months.</u></b></p> <p><b><u>'New Members'</u> are those who are either brand-new to full Committee membership, or else returning after a break of 12 months or more.</b></p>
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## UPDATE

**REDDITCH BOROUGH COUNCIL PETITIONS SCHEME****Petitions Scheme**

Redditch Borough Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. Petitions submitted should be clearly identified as such and should ideally use a copy of the attached petitions form (available electronically at <http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx> (a hard copy of the form can be supplied upon request).

If you wish to send a petition to the Council, it should be sent in writing to:

The Monitoring Officer  
C/o Democratic Services  
Redditch Borough Council  
Town Hall  
Walter Stranz Square  
Redditch B98 8AH.

***Petitions can also be created, signed and submitted online by following the link on the petitions webpage:***

***<http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx>***

***Petitions which have received 1,000 signatures or more will be presented to a meeting of the Council.***

***The dates and times of Council meetings can be found at <http://www.redditchbc.gov.uk/democracy/ieDocHome.aspx>.***

All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition.

***If you would like to present your petition to the Council, or would like your Councillor or someone else to present it on your behalf, please contact 01527 64252 extension 3269 at least 10 working days before the meeting and they will talk you through the process.***

For further information about petitioning Redditch Borough Council please contact 01527 64252 ext 3269

(e.mail: [democratic@bromsgroveandredditchbc.gov.uk](mailto:democratic@bromsgroveandredditchbc.gov.uk) )

## UPDATE

**REDDITCH BOROUGH COUNCIL PETITIONS SCHEME****Guidelines for submitting a Petition**

Petitions submitted to the Council must include:

- a clear and concise statement covering the subject of the petition. It should clearly state what action the petitioners wish the Council to take;
- the printed name and **Postcode** address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser ('Lead Petitioner'). This is the person we will contact to explain how we will respond to the petition. The contact details of the Lead Petitioner will not be placed on the website. If the petition does not identify a Lead Petitioner, we will attempt to contact signatories to the petition to try and identify who should act as the Lead Petitioner.

Petitions can either request that the Council support a particular course of action or can request that **an appropriate** member of the Council **Councillor** or senior Officer of the Council be required to give evidence at a Committee meeting. The petition should relate to matters within the jurisdiction **powers** of the Borough Council.

Please note that petitions which relate to a regulatory matter, such as a planning application or licensing issue **must follow separate processes and** will not be eligible for consideration under this Petitions Scheme. Petitions received on 'regulatory matters' will be forwarded by the Monitoring Officer to the relevant Council Department or Committee and be considered as part of the regulatory application to which they relate. **Similarly, petitions relating to the preparation, revision or adoption of a development plan document will follow the separate process established for that purpose.**

Petitions regarding individual circumstances and/or involving private / confidential or personal information will not follow this process and will be referred directly to relevant Officers for receipt and action.

**For legal reasons**, in the period immediately before an election or referendum we may need to deal with your petition differently. If this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.



## UPDATE

**REDDITCH BOROUGH COUNCIL PETITIONS SCHEME****What the Council will do**

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

Copies of the petition will be forwarded to all relevant Councillors and Officers without delay, with a request that Officers respond to the petition as soon as possible, if only to provide a holding reply.

If the petition has enough signatures to trigger a Council debate, or call a senior Officer **or Councillor** to give evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition requires further investigation, we will tell you the steps we plan to take.

***The Monitoring Officer will determine how the petition will best be dealt with, in accordance with the following:***

***Petitions which have received 1,000 signatures or more will be presented to a meeting of the Council and will be scheduled for Council debate (OR alternatively, if calling a Senior Officer or Councillor to give evidence, will be submitted to the Overview and Scrutiny Committee).***

***For petitions containing between 1,000 and 50 signatures, an informal discussion will be arranged between the Lead Petitioner(s) and relevant Councillors – Ward Councillors and/or relevant Service lead Councillors (called ‘Portfolio Holder(s)’) together with relevant Service Officers. This will enable issues to be explored face to face, with a minimum of delay.***

***Petitions containing fewer than 50 signatures will be referred for action / response by relevant Officers.***

***However, in every case relevant Councillors (Ward Members and relevant Lead Councillors) and Officers will receive copies of the petition, as soon as it is received – for information or for action, as appropriate.***

We will not take action on any petition which we consider to be vexatious, abusive, **repetitious** \*, or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition request.

***[\* Repeat Petitions: any petition presented within 12 months which has, in the judgement of the Monitoring Officer, substantially the same aims as one previously submitted / considered.]***

**UPDATE****REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**

To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate.

**Responding to Petitions**

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a Council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the matter for consideration by the Executive Committee
- referring the matter for consideration by the Council's Overview and Scrutiny Committee<sup>1</sup>
- writing to the petition organiser setting out our views about the request in the petition.

If your petition is about something over which the Council has no direct control (for example the local railway services or hospital / health care issues) it may consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and, where possible, will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to you. You can find more information on the services for which the Council is responsible on our website [www.redditchbc.gov.uk](http://www.redditchbc.gov.uk).

If your petition is about something that a different Council is responsible for we will give consideration to the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event we will always notify you of the action we have taken.

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<sup>1</sup> *The Overview and Scrutiny Committee is a Committee of Councillors who are responsible for scrutinising the work of the Council – in other words, the Overview and Scrutiny Committee has the power to hold the Council's decision makers to account.*

## UPDATE

**REDDITCH BOROUGH COUNCIL PETITIONS SCHEME****Full Council Debates**

If a petition contains ***more than 1,000 signatures***, it will be presented to the full Council for debate, unless it is a petition asking for ***a Councillor*** or senior Council Officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at a future meeting.

***The Lead Petitioner will be given up to 5 minutes to present the petition at the meeting***, with a maximum of 15 minutes being allowed for the consideration of each petition, and the petition will then be discussed by Councillors.

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 Executive Committee is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Lead Petitioner will receive written confirmation of this decision. This confirmation will also be published on our website.

**Requesting Attendance before a Public Meeting**

Your petition may ask for an appropriate ***Councillor or*** senior Council Officer to give evidence at a public meeting about something for which they are responsible. For example, your petition may ask a senior Council Officer to explain progress on an issue, or to explain the advice given to elected Members to enable them to make a particular decision.

If your petition contains ***at least 1,000 signatures, the relevant Councillor or*** senior Officer will give evidence at a public meeting of the Council's Overview and Scrutiny Committee. You should be aware that the Overview and Scrutiny Committee may decide that it would be more appropriate for another Councillor or Officer to give evidence instead of any Officer named in the petition. The Committee may also decide to call relevant Councillor(s) to attend the meeting. Committee members will ask questions at this meeting, but you will be able to suggest questions to the Chair of the Committee by contacting [democratic@redditchbc.gov.uk](mailto:democratic@redditchbc.gov.uk) up to 5 working days before the meeting, or by ringing (01527) 54252 ext 3269.

## UPDATE

## REDDITCH BOROUGH COUNCIL PETITIONS SCHEME

**Electronic Petitions (E-Petitions)**

*The Council welcomes e-petitions which are created and submitted through our website <http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx>. E-petitions must follow the same guidelines as paper petitions.*

*The Lead Petitioner will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.*

*When you create an e-petition, it may take 5 working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.*

*If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish.*

*If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.*

*When an e-petition has closed for signature, it will automatically be submitted to the Monitoring Officer. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If it contains the qualifying number of signatures, it may be presented to full Council. If you would like to present your e-petition to a meeting of the Council, please contact [democratic@redditchbc.gov.uk](mailto:democratic@redditchbc.gov.uk) within 10 working days of receipt of the acknowledgement.*

**'Signing' an e-Petition**

*You can see all the e-petitions currently available for signature via the link on the <http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx> web page. When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid, which also validates your 'signature'. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it, but your contact details will not be visible and, in any event, will not be kept or used by the Borough Council.*

## UPDATE

**REDDITCH BOROUGH COUNCIL PETITIONS SCHEME****What can I do if I feel my petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, the Lead Petitioner has the right to request the Council's Overview and Scrutiny ('O&S') Committee to review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the Lead Petitioner gives a short explanation of the reasons why the Council's response is not considered to be adequate.

The Overview and Scrutiny Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at a later meeting.

Should the Committee determine that your petition has not been dealt with adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Executive Committee and / or to the full Council.

Once the review has been considered, the Lead Petitioner will be informed of the results within 5 working days. The results will also be published on the Council's website.

**Other arrangements for Public Involvement**

Other arrangements offer opportunities for public involvement at meetings of the full Council and at other Council meetings. These include opportunities for Deputations and 'Questions on Notice' ~~to the Leader of~~ **to senior Members of** the Council; Public Speaking at Planning Committee, etc: separate provisions in the Council's Constitution apply.

**Attachments:** Sample forms

END.





## UPDATE

## REDDITCH BOROUGH COUNCIL PETITIONS SCHEME

### Petition to Redditch Borough Council

*Statement to be completed by the petition organiser(s) (Lead Petitioner(s)) when the petition is submitted to the Monitoring Officer.*

**Name and address of the petition organiser(s):**

<b>Name:</b> _____ <b>Address</b> _____ _____ _____ <b>Postal Code:</b> _____ <b>Telephone:</b> _____ <b>E Mail:</b> _____	<b>Name:</b> _____ <b>Address</b> _____ _____ _____ <b>Postal Code:</b> _____ <b>Telephone:</b> _____ <b>E Mail:</b> _____
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Please describe briefly what the petition is about / what action is sought:

**Date petition started:** \_\_\_\_\_

**Date petition submitted:** \_\_\_\_\_

**Please return to:**

The Monitoring Officer  
 C/o Democratic Services  
 Redditch Borough Council  
 Town Hall, Walter Stranz Square  
 Redditch B98 8AH.

For further information about petitioning Redditch Borough Council please contact 01527 64252 ext 3269  
 (e.mail [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk) .)



**Appendix 4**                      **REDDITCH BOROUGH COUNCIL**  
**GUIDE TO / FOR PORTFOLIO HOLDERS - UPDATED**

Portfolio Holders ('PFHs' / 'Lead Councillor/Member for...') are appointed annually by the **Leader** Council and between them cover all areas of the Council's work and responsibility.

Current Portfolios are:

<b>Community Leadership &amp; Partnership, inc. Vol. Sector</b>	(Leader of the Council (ex officio))
<b>Corporate Management</b>	<i>(Internal systems / support services: Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council / Committee business / Council Buildings / Civic Suite / Licensing process *)</i>
<b>Community Safety &amp; Regulatory Services</b>	<i>(Crime &amp; Disorder, Safer Communities, Licensing impacts *, planning against Emergencies )</i>
<b>Housing, Local Environment &amp; Health</b>	<i>(Housing &amp; Health-related Services, Better Environment, Cleansing &amp; Waste Management, Climate Change, Landscape / Open Space)</i>
<b>Leisure &amp; Tourism</b>	<i>(Culture &amp; Recreation, Community Training, Education, Learning &amp; Skills, Children, Youth, Surestart)</i>
<b>Planning, Regeneration, Economic Development &amp; Transport</b>	<i>(Planning &amp; Land use, Economic Development, Public Transport)</i>

Notes:

1. "Portfolio" indicates a specified area of responsibility allotted by **the Leader** formal resolution, for the purposes listed below.
2. These allocations are deliberately 'thematic' and do not align simplistically with Officer Structures – **PFH's may have more than one Lead Officer and vice-versa.**
3. **Only the 'Strong Leader' currently has any specific authority to act without Council / Committee sanction, that authority being derived from statute, rather than the Council's Scheme of Delegation.**
4. **Opposition Groups sometimes appoint informal 'Shadow PFH's' but outside of any formal constitutional arrangement.**
5. "Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility, ..... :

<b>CAN NOT</b>	1. Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec Committee, Council, or Officer delegated authority)	
	2. Appoint a substitute Portfolio Holder for any purpose. Only the Council can make such arrangements and authorise Members accordingly. <i>(Officer advice July 2008)</i>	
<b>SHOULD</b>	1. <b>Monitor Council performance</b>  informed by documents such as: <ul style="list-style-type: none"> <li>• Sustainable Community Strategy</li> <li>• Corporate Plan</li> <li>• Service Plans</li> <li>• Budgets</li> <li>• Performance Indicators</li> <li>• Forward Plan</li> </ul>	*
	2. <b>Monitor the implementation of Council policy and decisions</b>  informed, in addition to the above, by <ul style="list-style-type: none"> <li>• Council reports and Minutes</li> <li>• Personal contact with Officers</li> </ul>	*
	3. <b>Act as Consultee</b>  for Members and Officers <ul style="list-style-type: none"> <li>• Formally, in accordance with approved delegations of authority to Officers</li> <li>• Informally for general reference.</li> </ul>	*
	4. <b>Act as “Spokesperson”</b>  for the Council in relation to Press / Media / outside the Council, but <u>not exclusively</u> (other Members may also have this shared role)  <i>(Council decision – 11th October)</i>	
	5. <b>Act as “Rapporteur”</b>  a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility;	

		and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. <i>(Council Annual Meeting 22nd May 2006)</i>	
	6.	To exercise a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed. <i>(Exec - January 2007 / Council ...)</i>	
<b>MAY ALSO</b>	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> <li>• As an approved duty where invited to the meeting</li> <li>• Also as an approved duty when present on own initiative.</li> </ul> in accordance with current approved constitutional requirements.	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> <li>• the Executive or Council, via normal report / agenda preparation processes</li> <li>• Regulatory Committees, via normal report / agenda preparation processes</li> <li>• Overview and Scrutiny Committee</li> </ul> in accordance with current approved constitutional requirements.	

