

# Council

Monday 16th April  
2012  
7.00 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH BOROUGH COUNCIL**  


*making  
a  
difference*

[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  
Democratic Services Officer**

**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)**

# 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 April 2012

7.00 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:	Anita Clayton (Mayor)	Malcolm Hall
	Peter Anderson	Bill Hartnett
	Michael Braley	Roger Hill
	Rebecca Blake	Gay Hopkins (Deputy Mayor)
	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

<b>1. Welcome</b>	The Mayor will open the meeting and welcome all present.
<b>2. Apologies</b>	To receive any apologies for absence on behalf of Council members.
<b>3. Declarations of Interest</b>	To invite Councillors to declare any interests they may have in items on the agenda.
<b>4. Minutes</b>  Chief Executive	To confirm as a correct record the minutes of the meeting of the Council held on 5th March 2012  <b>(Minutes circulated in Minute Book 8 - 2011/12)</b>
<b>5. Councillor Robin King</b>	To pay tribute to late Councillor Robin King in recognition of his contribution to the Borough and its residents.
<b>6. Announcements</b>	To consider Announcements under Procedure Rule 10:  a) Mayor's Announcements  b) Chief Executive's Announcements  c) Leader's Announcements.  (Oral report)

# Council

16th April 2012

<p><b>7. Questions on Notice</b> Chief Executive</p>	<p>No questions have been submitted to date under Procedure Rule 9.2.</p> <p>(Other than in exceptional circumstances, no questions on Notice are permitted for meetings which fall within a formal election period)</p>
<p><b>8. Motions on Notice</b> Chief Executive</p>	<p>There are no Motions on Notice in accordance with Procedure Rule 11.</p>
<p><b>9. Executive Committee</b> Chief Executive</p>	<p>To receive the minutes and consider the minutes from the following meetings of the Executive Committee:</p> <p><u>13 March 2012</u></p> <p>There are no outstanding matters requiring the Council's attention.</p> <p><b>(Minutes circulated in Minute Book 8 – 2011/12)</b></p> <p><u>3 April 2012</u></p> <p>There are no outstanding matters requiring the Council's attention.</p> <p><b>(Minutes to follow)</b></p>
<p><b>10. Regulatory Committees</b> Chief Executive</p>	<p>To formally receive the minutes of the following meeting of the Council's Regulatory Committees:</p> <p>Planning Committee            29th February 2012</p> <p>There are no outstanding matters requiring the Council's attention.</p> <p><b>(Minutes circulated in Minute Book 8 – 2011/12)</b></p>
<p><b>11. Overview and Scrutiny Annual Report</b></p>	<p>To receive the Annual Report of the Council's Overview and Scrutiny Committee.</p> <p>(Report under separate cover)</p> <p><b>(No Specific Ward Relevance)</b></p>

**12. Deputy Electoral Registration Officer - Appointment**

Chief Executive

Further to the outcomes of the Shared Services Review of Democratic Services, to appoint a new Deputy Electoral Registration Officer for Redditch (the Electoral Registration Officer being Mrs S Hanley).

**It is RECOMMENDED that**

**Mrs Claire Felton be, and hereby is, appointed Deputy Electoral Registration Officer for Redditch.**

**(No Direct Ward Relevance);**

**13. Urgent Business - Record of Decisions**

Chief Executive

To note the following decision taken in accordance with Paragraph 5 of Part 6 of the Constitution since the last ordinary meeting of the Council:

Queen's Diamond Jubilee Celebrations – Street Closure Fund.

(Deputy Chief Executive)

Unallocated funding from the Voluntary & Community Sector Grants Programme was to be made available to fund Street Closures and Public Liability Insurance for community events being held in celebration of the Queen's Diamond Jubilee. There is a four week lead time for the processing of a road/street closure, necessitating applications for road/street closures to be with the correct department by Friday 4<sup>th</sup> May at the latest. The next full Council meeting was the present one, on 16<sup>th</sup> April, so, due to the timescales involved, Officers requested that this matter be resolved urgently, allowing promotion of the road/street closure programme; applications to be received and processed; Officers to process the correct paperwork and documentation in readiness for the events taking place during the Jubilee weekend (1<sup>st</sup> – 5<sup>th</sup> June).

**It was therefore RESOLVED that**

- 1) the outstanding balance of £7,660 from the Voluntary & Community Sector Grants Programme 2011/12 be rolled over into the 2012/13 Voluntary & Community Sector Grants programme for the purposes outlined above;**

**(Council Decision)**

- 2) the unallocated balance from the Voluntary & Community Sector Grants Programme be made available for the funding of Street Closures and Public Liability Insurance pertaining to Community events being held in celebration of the Queen's Diamond Jubilee; and**

- 3) **any groups that have already paid the fee for a road closure or Public Liability Insurance in respect of Diamond Jubilee Events be permitted to apply retrospectively for funding.**

**(Executive Decision)**

## **14. Urgent Business - general (if any)**

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

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

## **15. Exclusion of the Public**

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

**“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following 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.”**

**[Subject to the “public interest” test, information relating to:**

- **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;**



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|  | <ul style="list-style-type: none"><li>• <b>Para 7 – <u>the prevention, investigation or prosecution of crime;</u><br/>may need to be considered as ‘exempt’.]</b></li></ul> |
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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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