

# Executive Committee

Tuesday 26th June  
2012  
7.00 pm

Committee Room 2  
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  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
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e.mail: [ivor.westmore@bromsgroveandredditch.gov.uk](mailto:ivor.westmore@bromsgroveandredditch.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).



# Executive

26th June 2012

7.00 pm

## Committee

Committee Room 2 Town Hall

### Agenda

#### Membership:

Cllrs:	Bill Hartnett (Chair)	Phil Mould
	Greg Chance (Vice-Chair)	Mark Shurmer
	Rebecca Blake	Luke Stephens
	Michael Braley	Debbie Taylor
	Carole Gandy	

<p><b>1. Apologies</b></p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p><b>2. Declarations of Interest</b></p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p><b>3. Leader's Announcements</b></p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p><b>4. Minutes</b> (Pages 1 - 4) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 29th May 2012.</p> <p>(Minutes attached)</p>
<p><b>5. Promoting Sporting Participation Review</b> Councillor Luke Stephens</p>	<p>To consider the final report of the Promoting Sporting Participation Task and Finish Group.</p> <p>(Report under separate cover)</p> <p><b>(All Wards)</b></p>
<p><b>6. Revision of the Medium Term Financial Plan 2012/13 - 2014/15</b> (Pages 5 - 12) Exec Director (Finance and Corporate Resources)</p>	<p>To consider revisions to the Medium Term Financial Plan including the provision of concessionary bus travel prior to 9.30am and free swimming for under 16s / over 60s.</p> <p>(Report attached)</p> <p><b>(All Wards)</b></p>

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<p><b>7. Income Management and Payment Card Industry Compliance</b></p> <p>(Pages 13 - 16)</p> <p>Head of Finance and Resources</p>	<p>To seek approval for a bid for capital resources to enable the Council to have an Information Management System that is PCI PA-DSS compliant.</p> <p>(Report attached)</p> <p><b>(All Wards)</b></p>
<p><b>8. Financial Reserves Statement - 2011/12</b></p> <p>(Pages 17 - 24)</p> <p>Head of Finance and Resources</p>	<p>To advise Members on the earmarked reserves for the year ending 2011/12 and to seek members approval for the movements in reserves.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>9. Corporate Performance Report - Quarter 4, period ending 31st March 2012</b></p> <p>(Pages 25 - 36)</p> <p>Chief Executive</p>	<p>To consider the quarterly performance report, showing indicators which have improved, declined or remained static when compared to the same period in the previous financial year.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>10. Making Experiences Count - Quarterly Customer Services Report</b></p> <p>(Pages 37 - 60)</p> <p>Head of Customer Services</p>	<p>To consider a report which provides and update on Customer Services.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>11. Sickness Absence Performance and Health for period ending 31st March 2012</b></p> <p>(Pages 61 - 74)</p> <p>Head of Finance and Resources</p>	<p>To consider a report which provides and update on sickness monitoring.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>

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<p><b>12. Quarterly Monitoring - Write Off of Debts - Quarter 4 - January to March 2012</b></p> <p>(Pages 75 - 82)</p> <p>Head of Finance and Resources</p>	<p>To consider the action taken by Officers with respect to the write off of debts during the fourth quarter of 2011/12 and to note the profile of outstanding debt.</p> <p>(Report attached)</p> <p><b>(All Wards)</b></p>
<p><b>13. Overview and Scrutiny Committee</b></p> <p>(Pages 83 - 92)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 31st May 2012.</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p><b>14. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b></p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p><b>15. Advisory Panels - update report</b></p> <p>(Pages 93 - 96)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p>
<p><b>16. Action Monitoring</b></p> <p>(Pages 97 - 100)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p><b>17. 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</b></p>

	<p>paragraphs <i>(to be specified)</i> of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none"><li>• Para 1 – <u>any individual</u>;</li><li>• Para 2 – the <u>identity of any individual</u>;</li><li>• Para 3 – <u>financial or business affairs</u>;</li><li>• Para 4 – <u>labour relations matters</u>;</li><li>• Para 5 – <u>legal professional privilege</u>;</li><li>• Para 6 – <u>a notice, order or direction</u>;</li><li>• Para 7 – the <u>prevention, investigation or prosecution of crime</u>;</li></ul> <p>may need to be considered as ‘exempt’.</p>
<p><b>18. Confidential Minutes / Referrals (if any)</b></p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>