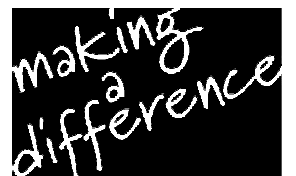


# Executive Committee

Tue 24 Jul  
2012  
7.00 pm

Committee Room 2  
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**

**Denise Sunman  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01527) 64252 ext 3270 Fax: (01527) 65216  
e.mail: [denise.sunman@bromsgroveandredditch.gov.uk](mailto:denise.sunman@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

24th July 2102

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

<b>1. Apologies</b>	To receive the apologies of any Member who is unable to attend this meeting.
<b>2. Declarations of Interest</b>	To invite Councillors to declare any interests they may have in items on the agenda.
<b>3. Leader's Announcements</b>	<ol style="list-style-type: none"><li>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</li><li>any other relevant announcements.</li></ol> <p>(Oral report)</p>
<b>4. Minutes</b> (Pages 1 - 10) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 26th June 2012.  (Minutes attached)
<b>5. Consolidated Revenue Outturn - Financial Year 2011/12</b> (Pages 11 - 16) Head of Finance and Resources	To consider the Council's overall financial outturn for the 2011/12 financial year.  (Report attached)  <b>All Wards;</b>
<b>6. Capital Programme Outturn 2011/12</b> (Pages 17 - 22) Head of Finance and Resources	To consider the Capital Outturn Report 2011/12.  (Report attached)  <b>All Wards;</b>

# Executive

Committee

24th July 2012

<p><b>7. Polling Stations - 'Mini-Review' 2012</b></p> <p>(Pages 23 - 34)</p> <p>Head of Legal, Equalities and Democratic Services</p>	<p>To consider a review of Polling Stations ahead of Police Commissioner elections in November 2012.</p> <p>(Report attached)</p> <p><b>(Various Wards);</b></p>
<p><b>8. Substance Misuse at Work Policy</b></p> <p>(Pages 35 - 56)</p> <p>Head of Finance and Resources</p>	<p>To consider the Substance Misuse at Work policy that has been developed and provisionally agreed by the Corporate Management Team (CMT) and Trade Union Representatives.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance);</b></p>
<p><b>9. Pay and Display Car Parks</b></p> <p>(Pages 57 - 60)</p> <p>Head of Environmental Services</p>	<p>To consider the financial implications of retaining the Pay and Display car park functions at the Town Hall and Trescott Road (Trafford Park).</p> <p>(Report attached)</p> <p><b>(Various Wards);</b></p>
<p><b>10. Overview and Scrutiny Committee</b></p> <p>(Pages 61 - 76)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 19th and 25th June 2012</p> <p>There are no outstanding recommendations to consider.</p> <p>(Minutes attached)</p>
<p><b>11. Worcestershire Shared Service Joint Committee - Minutes</b></p> <p>(Pages 77 - 80)</p>	<p>To receive and consider the minutes of the most recent meeting of Worcestershire Shared Service Joint Committee.</p> <p>(Minutes attached)</p>
<p><b>12. 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>

# Executive

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<p><b>13. Advisory Panels - update report</b> (Pages 81 - 84) 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>14. Action Monitoring</b> (Pages 85 - 88) 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>15. 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 matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p> <p><b>Item 16 – Co-Location of One Stop Shop and Woodrow Library</b></p>

<p><b>16. Co-location of One Stop Shop and Woodrow Library</b></p> <p>(Pages 89 - 94)</p> <p>de Warr - Head of Customer Services</p>	<p>To consider a proposal to move the One Stop Shop into Woodrow Library together with associated costs and benefits.</p> <p>(Report attached)</p> <p>[The report may contain exempt information as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as they may contain information relating to</p> <ul style="list-style-type: none"><li>• The financial or business affairs of any particular person (including the authority holding that information; and</li><li>• Any consultations or negotiations, or contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority.</li></ul> <p>In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p> <p><b>(Greenlands Ward);</b></p>
<p><b>17. 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>





## Executive Committee

26th June 2012

### MINUTES

#### Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Michael Braley, Carole Gandy, Phil Mould, Mark Shurmer, Luke Stephens and Debbie Taylor

#### Also Present:

Councillors Andrew Brazier, Juliet Brunner, David Bush and Yvonne Smith

#### Officers:

M Craggs, K Dicks, C Flanagan, J Godwin, J Pickering, D Poole and A de Warr

#### Committee Services Officer:

I Westmore

#### 12. APOLOGIES

There were no apologies for absence.

#### 13. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 14. LEADER'S ANNOUNCEMENTS

The Leader advised that the following items of business, scheduled on the Forward Plan to be dealt with at this meeting, had been rescheduled to later meetings of the Committee:

- Pay and Display Car Parks – Town Hall and Trescott Road;
- Co-location of the One Stop Shop at Woodrow Library; and
- Polling Stations – Mini-Review 2012.

.....  
Chair

**15. MINUTES****RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 29th May 2012 be confirmed as a correct record and signed by the Chair, subject to it being clarified, in respect of the preamble to Minute 6 (RBC Response to Stratford-on-Avon Draft Core Strategy) that the Council did not support development of the Green Belt between Redditch and Studley.**

**16. PROMOTING SPORTING PARTICIPATION REVIEW**

Councillor Luke Stephens presented the final report of the Promoting Sporting Participation Task and Finish Group, a Group of which he had been the Chair.

The Committee was informed that the forthcoming London Olympics had been the original stimulus for this review but the focus had subsequently shifted as the time constraints were recognised and in the light of Members' growing understanding of the breadth of sporting facilities within the Borough. The recommendations were then outlined and the reasoning behind them explained.

With respect to the proposal for an independent website, it was suggested that a more casual customer experience without Council branding would prove more successful at attracting potential users of the sporting opportunities available. The installation of facilities to allow for informal games within parks and green spaces was designed to allow people to make use of them in a way and at times that suited them. With regard to the fourth recommendation, it was noted that the Council was already making efforts to promote sports and mention was made of a very successful event in recent weeks. The proposed link with NEW College through opportunities for its students was seen as providing benefits to both organisations.

Members were generally very positive about the report and the recommendations that had come forward as a result of the work that had been carried out.

There was some concern that the consultation with local residents had been inadequate, with most of the discussions which informed the recommendations being undertaken with local organisations. Councillor Stephens acknowledged that this had been a shortcoming and referred to the perennial difficulty in garnering responses to consultation from residents.

It was also suggested that, although the proposed web developments might help to attract more interest from younger people, there was also the need to deal with the demand for sporting and leisure opportunities from older people who were generally less likely to use social media or the Web. Furthermore, it was suggested that the challenge in maintaining a further independent website using existing resources was not to be underestimated.

Officers reported that the Leisure and Cultural Services Website was being restructured at present to make it leaner and more user friendly and that Twitter and Facebook were also being investigated as means of promoting the sporting opportunities available. It was also reported that the Local Strategic Partnership was looking at the national Change 4 Life initiative at present. Officers were able to confirm that money had been identified primarily through earmarked reserves that would allow for the installation of the equipment detailed in recommendation 3.

The Committee agreed that there was more work to be carried out in terms of further consultation with local residents and around the location and funding of sports / games equipment but it was

**RESOLVED that**

- 1) a new independent website be created to promote sport and leisure in Redditch, be maintained and updated on a constant basis, and possess its own domain name to give it its own distinct identity;**
- 2) Officers undertake a review into the possibility of creating new branding for Redditch Sports and Leisure to help compliment the new independent website; and that the Council create a competition for local students to design the new branding;**
- 3) the Council look to maximise the benefits of parks and green spaces in Redditch by introducing more informal games areas and additional equipment to help increase sporting participation and physical activity in the local area;**
- 4) the Council gives it full support to the introduction of new events to promote sport and physical recreation, individual sports clubs and increased sporting participation in Redditch; and**

- 5) **the Council work closely with NEW College to enable its students the opportunity to support these new sporting events on a voluntary basis.**

**17. REVISION OF THE MEDIUM TERM FINANCIAL PLAN 2012/13 - 2014/15**

Members received a report which set out the proposed revisions to the Medium Term Financial Plan following the change in administration in May.

The Medium Term Financial Plan had been agreed in February and Members had requested that Officers assess the funding implications of a number of changes to the budget as currently approved. The services to be considered for funding included the provision of free swimming for under 16s and over 60s, pre-9.30 concessionary bus travel and the creation of an additional apprentice position.

There were a number of savings that were proposed to provide the funding required for the additional expenditure, including a reduction in the Council's consultancy budget, the switch of Redditch Matters from a printed to an online publication, removal of the budget for a leisure options appraisal, a reduction of the Council's advertising budget and the reduction of budgets for a number of capital schemes.

The Council's Overview and Scrutiny Committee had considered the revision of the Medium Term Financial Plan at two meetings on 19th and 25th June 2012 and its comments and recommendations were reported to the Executive for Members' consideration. The Overview and Scrutiny Committee had concerns in particular over the reduction in the funding for capital repairs to public buildings and proposed that further time be allocated to developing a comprehensive financial statement on the revisions to the Medium Term Financial Plan. In response to a query as to why the Chair of the Overview and Scrutiny Committee might not address the Committee, the Chair explained that, although it was common practice for Overview and Scrutiny members to present Task and Finish reports, they had not ordinarily been invited to present recommendations arising from pre-scrutiny of Executive reports.

Clarification was sought on the exact terms of the apprenticeship being proposed, the nature of work and training to be undertaken and the level of remuneration offered. It was explained that the apprenticeship would be similar in nature and in terms of remuneration to those currently offered and the work, although including PAT testing, would encompass a wider range of functions.

The benefits of re-introducing free swimming for under 16s and over 60s were also discussed. The concern was expressed that the measure may simply lead to those who already swam swimming more frequently. However, against this, it was noted that attendances at the Council's pools had increased significantly following the previous introduction of free swimming.

The reasons for the introduction of pre-9.30 concessionary travel were the subject of some debate, with the need for the Council to make use of its General Power of Competence in this regard being noted, the Council not being a statutory provider of discretionary travel. It was also noted that the introduction of this scheme was subject to the conclusion of negotiations with the County Council and the bus companies. It was hoped that the increase in subsidy for buses locally might improve the likelihood of greater service provision to the Alexandra Hospital.

The Committee did not support the recommendations of the Overview and Scrutiny Committee and it was consequently

**RECOMMENDED that**

- 1) **the revisions to the Medium Term Financial Plan be approved together with the required virements as detailed at 3.7.2;**
- 2) **the scheme identified at 3.7.1 be reduced to £200k and this be amended within the Council's Capital Programme 2012/13;**
- 3) **£67k be returned to balances in 2012/13;**
- 4) **approval to use the General Power of Competence be granted to enable the service to be provided; and**

**RESOLVED that**

- 5) **Officers continue to work with colleagues and external partners to ensure the proposed service changes can be implemented as soon as practicable.**

**18. INCOME MANAGEMENT AND PAYMENT CARD INDUSTRY COMPLIANCE**

Members received a report which set out proposals to upgrade or replace the current income management system in order to ensure that the system used by the Council was PCI PA-DSS compliant. It was noted that a failure to demonstrate compliance could result in a

fine for the Council or the withdrawal of the facility to accept card payments.

Given that local authorities across the country were having to comply within the same timescales, Members were keen to ensure that the opportunities available for joint procurement be fully explored.

**RECOMMENDED that**

- 1) **prudential borrowing of up to £35k (revenue impact £3.6k p.a.) and additional maintenance costs of £5k to be met from revenue balances, be approved for the upgrade/replacement for the Northgate PARIS system in order to achieve compliance with the PCI PA-DSS standards; and**
- 2) **a joint procurement exercise be undertaken with Bromsgrove District Council and the invitation to participate be extended to other authorities in the County.**

**19. FINANCIAL RESERVES STATEMENT - 2011/12**

Members were advised of the earmarked reserves for the year ending 2011/12 and their approval sought for various movements in reserves.

It was noted at the outset that the reserves had increased significantly in recent years but that a number of items included on the statement were present through requirements of the accounting system.

It was noted that donations to Forge Mill Museum were recorded amongst the reserves and assurances were sought that this money would not be diverted to other purposes. Officers undertook to check that the money was earmarked for specific purposes at the Museum and that there was no intention to return the funds to balances.

**RECOMMENDED that**

- 1) **the movement in reserves as detailed in Appendix 1 to the report be approved;**
- 2) **additional General Fund Reserves of £490K be approved;**
- 3) **the use of General Fund Reserves of £498K be approved;**

4) additional HRA Reserves of £10K be approved; and

**RESOLVED that;**

5) **Heads of Service be requested to undertake a review of the earmarked reserves within their service areas and provide a report, including a justification for the maintenance of these reserves, for submission to the Committee alongside the budget monitoring report for the second quarter of the 2012/13 financial year.**

**20. CORPORATE PERFORMANCE REPORT - QUARTER 4, PERIOD ENDING 31ST MARCH 2012**

The Committee considered a report which provided it with an opportunity to review the Council's performance for quarter 4 of the 2011/12 financial year.

It was noted that the majority of the 18 indicators which were now monitored had improved in comparison to the same period the previous year. Set against this generally positive picture, it was noted that there were two areas of relative concern, including the number of invoices paid by the Council within 30 days of receipt.

Officers conceded that this was an area that was proving stubbornly difficult to improve, although it was also noted that over 90% of invoices continued to be paid within the 30 day window. Officers suggested that they might commence weekly updates to management team meetings in order to establish whether there were any particular services that were struggling to achieve this target.

With respect to the processing of planning applications, it was noted that there was at present transformation work being undertaken to achieve a greater focus on quality rather than quantity and to avoid the creation of bottlenecks in the process.

**RESOLVED that**

**the update on key performance indicators for the period ending 31st March 2012 be noted.**

**21. MAKING EXPERIENCES COUNT - QUARTERLY CUSTOMER SERVICES REPORT**

A report was received which set out the key information in respect of customer service for the fourth quarter of 2011/12.

It was noted that the numbers of complaints received by the Council was remaining relatively static, but that staff were being encouraged to record complaints in order to drive forward service delivery. The trends that were emerging from the data was that many of the problems that occurred were ones of communication rather than service failure. It was also noted that, whilst there were targets for dealing with complaints, the focus was very much on getting matters resolved the first time. Failure demand seemed to be reducing across the authority and new measures were being employed to gauge customer satisfaction such as a customer call-back scheme.

With respect to the timescales within which complaints were to be responded to it was suggested that more information might be provided as to the actual time it was taking to respond rather than simply recording how many responses met the target time.

**RESOLVED that**

**the update for the period 1st January 2012 – 31st March 2012 be noted.**

**22. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD ENDING 31ST MARCH 2012**

Members received a report which set out the Council's performance for the last quarter of 2011/12 in relation to sickness absence. It was noted that the data had been presented in a different manner to previous reports.

There was a significant increase in the number of days lost to sickness absence in the last quarter of 2011/12. The numbers of days lost to long-term sickness absence was noted as was the significant increase in rates of sickness absence in certain service areas.

Officers reported that the Council had recently been able to take advantage of a countywide Employee Assistance Scheme at minimal cost which, it was hoped, would help to support the other proactive measures that the authority was taking to manage sickness absence.

**RESOLVED that**

- 1) the new report format be agreed as an improved way of presenting the data; and**
- 2) the data relating to the last quarter / full year end be noted.**



**23. QUARTERLY MONITORING - WRITE OFF OF DEBTS - QUARTER 4 - JANUARY TO MARCH 2012**

Members considered a report which detailed the action taken by Officers with respect to the write-off of debts during 2011/12 and the profile and level of the outstanding debt.

**RESOLVED that**

**the contents of the report be noted.**

**24. OVERVIEW AND SCRUTINY COMMITTEE**

Members received the minutes of the meeting of the Overview and Scrutiny Committee held on 31st May 2012.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 31st May 2012 be received and noted.**

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

There were no minutes or referrals to consider under this item.

**26. ADVISORY PANELS - UPDATE REPORT**

The most recent report on the activity of the Council's Advisory Panels and similar bodies was received by the Committee. It was noted that a meeting of the Member Support Steering Group had been arranged for 16th July and that the most recent meeting of the Economic Advisory Panel on 18th June had been cancelled.

**27. ACTION MONITORING**

The latest Action Monitoring Report for the Committee was received and noted.

The Meeting commenced at 7.00 pm  
and closed at 9.01 pm

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Chair



**EXECUTIVE  
COMMITTEE**

24th July 2012

**CONSOLIDATED REVENUE OUTTURN – FINANCIAL YEAR 2011/12**

Relevant Portfolio Holder	Councillor Phil Mould, 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	
Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 For Members to note the Council's overall financial outturn for the 2011/12 financial year.
- 1.2 The report shows the actual income and expenditure for 2011/12 financial year and compares this to the budget for General Fund Services and the Housing Revenue Account.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that,  
subject to Members' Comments, the report be noted.**

**3. KEY ISSUES**

- 3.1 The Budget monitoring Report has been presented to Members on a quarterly basis during 2011/12. This report presents a summary of the final financial position for the financial year.
- 3.2 The formal Statement of Accounts will be signed by the S151 officer by 30th June; following the annual audit these will then be approved by Members on 26th September.
- 3.3 During the financial year there have been quarterly financial reports presented to Executive and Overview and Scrutiny. In addition monthly reports are reviewed by individual managers and Heads of Service to ensure any areas of concern are addressed.

**EXECUTIVE  
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3.4 The 2011/12 summary position for the General Fund is:

	<b>Approved Budget 2011/12 £000</b>	<b>Actual 2011/12 £000</b>	<b>Variance £000</b>
Chief Executive	136	15	(121)
Finance & Resources	2,027	1,739	(288)
Policy, Performance & Partnership	168	228	60
Leisure, Environmental & Community	7,561	7,370	(191)
Planning, Regeneration, Reg & Housing	1,743	1,509	(234)
<b>Net Directorate Expenditure</b>	<b>11,635</b>	<b>10,861</b>	<b>(774)</b>
<b>Non Service Specific Expenditure</b>			
Transfer to/(from) reserves/provisions	(348)	(7)	341
Prior Year Adjustment (VAT)	(231)	-	231
Superannuation	1,467	1,591	124
Financing costs	(51)	22	73
MRP	417	471	54
Net other Changes	(1,713)	(1,623)	90
<b>Total General Fund Expenditure</b>	<b>11,176</b>	<b>11,315</b>	<b>139</b>
Income from Grants and Local Taxation	(10,786)	(10,824)	(38)
<b>Contribution From General Fund Balances</b>	<b>390</b>	<b>491</b>	<b>101</b>

3.5 There is a significant underspend of £774k in relation to the general services revenue expenditure. This is due to a number of reasons to include:

- a) Underspends in staffing costs of £1.5 million. This is due to the number of posts held vacant whilst awaiting the shared service review to ensure redeployment opportunities are available.
- b) Credit from Housing Revenue Account in relation to subsidy limitation £271k.
- c) Increases in subsidy re Housing Benefit £128K.
- d) Additional surplus from Regulatory Shared Service £135k.
- e) Renegotiated CCTV & Lifeline contract £31k.

**EXECUTIVE  
COMMITTEE**

24th July 2012

- f) Additional income achieved by Palace Theatre £73k.
- 3.6 The £774k includes a number of grants received that are due to be spent on projects in future years. These have been transferred to reserves. The grants relate to;
- A CCG Grant £156K
  - B Homeless Grant £55K
  - C DCLG Research and Development Grant £1K
- 3.7 There are a number of non service specific budgets within the above table which have offset the underspend relating to the general services. The net effect of the 2011/12 financial position is an increase in the requirement from balances of £101k to fund the overspend to budget.
- 3.8 There are a number of reasons for the net overspend (additional requirement from balances). These include;
- a) An increase in superannuation costs payable from prior year restructures.
  - b) The shortfall in income of £231k that was expected to be received in relation to prior year VAT refunds. Officers are continuing to monitor this refund with the aim to receive in 2012/13.
  - c) Financing costs have increased by £73K. This is due to an increase in the cost of borrowing short term funds.
- 3.9 There is an impact on the General Fund Revenue balances as a result of the increase in requirement for 2011/12.

<b>General Fund Balance</b>		
	£'000	£'000
Balance as at 1 <sup>st</sup> April 2011	1,565	
Contribution from balances	(491)	
Balance as at 31 <sup>st</sup> March 2012		1,074
Proposed use of balances 2012/13	(192)	
Estimated Balances 31 <sup>st</sup> March 2013		882

The recommended level of balances is £750K.

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Housing Revenue Account

- 3.10 2011/12 financial position resulted in an overspend of £100,787 against the approved budget of £304k. This has reduced the HRA balances to £918k.
- 3.11 The main variations are due to :
- a) Supervision & Management - Savings are from the Home Support Service following their restructure and salary saving on the Tenant Participation Team. (155K)
  - b) There was an increase in the cost of financing due to the arrangement fee for the PWLB loan, and an increase in the interest payments on borrowing. (102K)
  - c) Subsidy Limitation (paid to General Fund) this represents an amount of £146,413 for 2010/11 and £124,843 for 2011/12 which has to be paid to the General Fund when the average rent figure is higher than the Government set limit rent (budget £120K). This will be rectified at the end of the rent restructuring period. (151K)
  - d) Housing Services commenced their transformation work in October 2011 and currently have 4 interventions underway these being, Repairs & Maintenance, Tenancy/Rent & Welfare, Housing Options and Equipment & Adaptations. The trials taking place have already demonstrated the improvement in the service delivery to the customer one example of this is that repairs are now being completed end to end time of 32.2 hours with an upper control limit of 158 hours in comparison to previous end to end times of 26 days with upper limit of 75 days.

To enable this work to have commenced we recruited the services of one of the Vanguard consultants whose expertise has shown officers how to work under the vanguard method, this has been invaluable as we now have officers who are providing services against our purpose which is realigned against the strategic purpose of the council. There is a cost to this however there will be longer term savings and customer satisfaction.

The Homes Support Service has been reviewed to ensure it operates in line with the changes made to the Supporting People contract which finances the service, savings have been made by not recruiting to posts when vacant, the service has just been awarded an "A" star rating from Supporting People for the service.

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**Financial Implications****Impact on Medium Term Financial Plan**

- 3.12 The additional requirement from balances for 2011/12 will reduce the level available for future funding but remains within the recommended level.

**Legal Implications**

- 3.13 There are no specific Legal Implications.

**Service/Operational Implications**

- 3.14 The Statement of Accounts for the year 2011/12 will be signed by the Section 151 Officer on 29th June 2012.
- 3.15 The Audit Commission will be commencing their formal examination of the accounts on 30th July 2012.

**Customer / Equalities and Diversity Implications**

- 3.16 The Council needs to regularly monitor budgets against actual expenditure; this is to ensure it maintains a well managed organisation. All budget holders have been consulted in this report.

**4. RISK MANAGEMENT**

There are no specific risks associated with the details included in this report.

**5. APPENDICES**

None

**6. BACKGROUND PAPERS**

Available from Financial Services Manager.

**AUTHOR OF REPORT**

Name: Sam Morgan  
E Mail: [sam.morgan@bromsgroveandredditch.gov.uk](mailto:sam.morgan@bromsgroveandredditch.gov.uk)  
Tel: (01527) 64252 ext 3790.





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**CAPITAL PROGRAMME OUTTURN 2011/12**

Relevant Portfolio Holder	Councillor Phil Mould, 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**

- 1.1 To report on the actual expenditure and funding of the capital programme for 2011/12.
- 1.2 The figures included in this report will be subject to examination by the Audit Commission as part of the final accounts audit.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that  
subject to any comments, the report be noted.**

**3. KEY ISSUES**

- 3.1 The detail included at Appendix 1 shows actual expenditure of £16.4 million, of which £0.5 million is work in progress. The appendix also shows the variances between the budget and actual spend. Appendix 1 also contains comments regarding the status of each scheme. The current expenditure on some schemes is treated as being complete, although the balance remaining will be transferred to 2012/13. This treatment is applied to schemes such as work to public buildings because the expenditure relates to discrete areas of work.

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- 3.2 The 2011/12 Capital Programme has been funded as detailed in the following table:

<b>Funding Source</b>	<b>£</b>
Major Repairs Reserve (HRA)	2,267,815
Prudential Borrowing	
- HRA	3,856,618
- General Fund	8,664,522
Capital Receipts	400,000
Grants	578,510
Section 106 Monies	53,821
Revenue contributions	32,256
<b>Total</b>	<b>15,853,542</b>

Capital Grants

- 3.3 Grants and contributions from third parties are an important source of capital finance. In 2011/12 a total of £578,510 in terms of grants were utilised to fund the capital programme. The table below details the sources of grant and their use:

<b>Grants</b>	<b>£</b>	<b>Details</b>
Disabled Facilities Grants (DFGs)	320,737	Government support for DFGs
DEFRA	80,745	Contaminated land
Aiming High	98,000	Abbey Stadium - equipment
Decent Homes	66,252	HMO grants, Housing strategy
DWP	12,776	IT equipment and software
<b>Total</b>	<b>578,510</b>	

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Capital Receipts

- 3.4 Since the pooling of housing capital receipts was introduced on the 1<sup>st</sup> April 2004 and the downturn in the housing market the level of capital receipts has diminished. In 2011/12 the Council sold 8 dwellings under the Right to Buy (RTB) scheme this compares to 246 in 2003/04. Capital receipts of £10,000 or less are treated as revenue income.

<b>Use of Capital Receipts</b>	<b>£'000</b>
Balance as at 1 April 2011	1,253
Amounts received in year	1,237
less payment of RTB receipts to central government	404
Funding of 2011/12 capital expenditure	400
<b>Total</b>	<b>1,686</b>

**Financial Implications**

- 3.5 The financial implications are detailed within the report.

**Legal Implications**

- 3.6 Under Section 151 of the Local Government Act 1972 the Local Authority must make arrangements for the proper administration of its financial affairs.
- 3.7 The main definition of capital expenditure is set out in the Local Government Act 1989.

**Service/Operational Implications**

- 3.8 The approved Capital Programme for 2011/12 totalled £19 million. The Programme includes a number of schemes that span more than one financial year and it is necessary during the year to profile the budget according to the actual progress made during the year.
- 3.9 The schemes included in the capital programme enable the Council to meet its objectives.
- 3.10 Investment via the capital programme enables the Council to maintain and/or enhance the quality of its physical resources. Officers are required to follow the Council procurement procedures in letting contracts associated with individual schemes within the programme. This should ensure value money in terms of procurement.

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## **Customer / Equalities and Diversity Implications**

3.11 There were no customer/equalities and diversity implications identified.

## **4. RISK MANAGEMENT**

It is important for the outturn position to be reported publicly for budgetary control purposes.

## **5. APPENDICES**

Appendix 1 - Capital Programme 2011/12.

## **6. BACKGROUND PAPERS**

Records held on CEDAR accounting system;  
Spreadsheets maintained within Financial Services;  
Various Council minutes approving the schemes within the Capital Programme.

## **AUTHOR OF REPORT**

Name: Teresa Kristunas  
E Mail: [t.kristunas@bromsgroveandredditch.gov.uk](mailto:t.kristunas@bromsgroveandredditch.gov.uk)  
Tel: (01527) 64252 ext 3295.

## CAPITAL PROGRAMME 2011/12

Appendix 1

## Leisure

Job No.	Description	Budget	Actual	Variance	Comments
C0012	Abbey Stadium	7,274,250	7,131,758	-142,492	Works complete
C0055	South Street/Grove Street	18,000	17,649	-351	Small balance of grant remaining

<b>Total Leisure &amp; Tourism</b>	<b>7,292,250</b>	<b>7,149,407</b>	<b>-142,843</b>
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## Corporate Resources

Job No.	Description	Budget	Actual	Variance	Comments
C0202	IT Replacement Programme	62,000	56,668	-5,332	Complete
C0214	Benefits System	12,780	12,780	0	Complete
C0230	New Telephone System	90,000	90,000	0	Works complete
C0232	Election Software	12,300	12,253	-47	Complete
C1110	Public Buildings	309,480	290,109	-19,371	Ongoing scheme
C1120	Redevelopment of Church Hill	150,000	150,000	0	Complete
C1126	Crossgates Depot Improvements	80,000	70,899	-9,101	Complete

<b>Total Well Managed Organisation</b>	<b>716,560</b>	<b>682,709</b>	<b>-33,851</b>
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## Housing

Job No.	Description	Budget	Actual	Variance	Comments
C0228	Strategic Hsg Research & Dev	50,000	29,425	-20,575	Balance c/fwd
C1201	Catch Up Rep-Bath Replacemts	634,700	620,736	-13,964	
C1202	Catch Up Rep-Kitchen Upgrades	1,952,800	1,938,457	-14,343	
C1203	Catch Up Repairs	772,900	758,266	-14,634	
C1204	Asbestos General	238,300	247,496	9,196	
C1205	Structural Repairs	247,000	196,429	-50,571	
C1206	General Roofing	170,300	163,287	-7,013	
C1207	Rewiring	631,700	627,634	-4,066	
C1209	Upgrade Of Ch Systems	706,600	671,339	-35,261	
C1210	Window Replacements	119,800	77,213	-42,587	
C1216	Roof Works - C/Hill & Wood	61,300	62,164	864	
C1222	Disabled Adaptations	673,500	572,085	-101,415	
C1239	Housing Stock Improvements	50,000	25,799	-24,201	
C1241	Solid Wall Insulation	300,000	6,191	-293,809	Balance c/fwd
C1242	Repairs to Sheltered Housing Stock	166,150	73,602	-92,548	Balance c/fwd
C1243	Winslow Close Heating	120,000	83,734	-36,266	Balance c/fwd
C1302	Improved Parking Scheme	261,300	271,106	9,806	Ongoing scheme
C2000	Home Repairs Grant(Over 60'S)	227,580	62,711	-164,869	Balance c/fwd
C2001	Disabled Facilities Grant	798,140	449,299	-348,841	Ongoing
C2301	Hmo Grants	75,070	35,626	-39,444	Balance c/fwd
C2302	Energy & Efficiency Installs	116,030	21,210	-94,820	Balance c/fwd
C2305	Micro Gen Tech	1,800	1,200	-600	Balance c/fwd

<b>Total Housing</b>	<b>8,324,970</b>	<b>6,995,011</b>	<b>-1,379,959</b>
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## Community Safety

Job No.	Description	Budget	Actual	Variance	Comments
C1125	CCTV/LifeLine Ss	34,360	27,352	-7,008	Balance c/fwd

<b>Total Community Safety</b>	<b>34,360</b>	<b>27,352</b>	<b>-7,008</b>
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## Environment &amp; Transport

Job No.	Description	Budget	Actual	Variance	Comments
C0047	Land Drainage - Old Forge Drive	216,000	214,191	-1,809	Complete
C1124	Small Area Improvements	100,000	53,497	-46,503	Balance c/fwd
C2100	Vehicle Purchase - Cleansing	571,000	424,165	-146,835	Balance c/fwd
C2202	L'Scape Imp Programme	175,000	176,024	1,024	Ongoing scheme.
C2224	Oakenshaw Spinney	7,500	5,979	-1,521	Further phase to be completed
C2226	Oakenshaw Woods	7,250	2,078	-5,172	Further phase to be completed
C2227	Greenlands Pub Open Space	9,380	1,740	-7,640	Further phase to be completed
C2229	Wirehill Woods	11,895	1,375	-10,520	Further phase to be completed
C2235	Church Green Enhancements	15,000	14,268	-732	Complete
C2240	Contaminated Land	88,000	80,745	-7,255	Complete
C3343	Train Station Project	25,000	25,000	0	Complete

<b>Total Environment &amp; Transport</b>	<b>1,226,025</b>	<b>999,062</b>	<b>-226,963</b>
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<b>TOTAL</b>	<b>17,594,165</b>	<b>15,853,542</b>	<b>-1,790,623</b>
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**Work-in-progress**

<b>Job No.</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>	
C0231	Idox Uniform Software	22,350	5,588	-16,762	Ongoing project
C1113	Crematorium Extension	35,000	3,402	-31,598	Ongoing project
C2208	Town Centre Landscape Scheme	439,520	12,107	-427,413	Ongoing project
C2203	Recycling Project	90,020	210	-89,810	Ongoing project
C1218	Est Enhancement-Lodgepark	383,530	261,947	-121,583	Ongoing scheme
C1219	Est Enhancement-Woodrow	59,170	31,347	-27,823	Ongoing scheme
C1220	Est. Enhancement-Winyates	237,820	140,705	-97,115	Ongoing scheme
C2234	Drainage Works Cemetery	13,530	4,700	-8,830	Ongoing project
C1223	Security Door Entry Scheme	170,000	51,794	-118,206	Ongoing project

<b>Total Work in Progress</b>	<b>1,450,940</b>	<b>511,800</b>	<b>-939,140</b>
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<b>Grand total</b>	<b>19,045,105</b>	<b>16,365,342</b>	<b>-1,829,920</b>
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**POLLING STATIONS – ‘MINI-REVIEW’ 2012**

Relevant Portfolio Holder	Councillor P Mould, Portfolio Holder, Corporate Management
Portfolio Holder Consulted	Not yet
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Wards Affected	Central and Headless Cross & Oakenshaw Wards
Ward Councillor Consulted	Not yet
Key Decision	

**1. SUMMARY OF PROPOSALS**

The report seeks the Committee's approval of amendments to Polling Station arrangements for Elections / Referenda / Polls which take place from November 2012 onwards and related matters.

**2. RECOMMENDATIONS**

The Committee is asked to **RESOLVE** that

- 1) **for the reasons stated in the report below, the following changes be made to existing Polling Stations, with immediate effect;**
  - a) **in respect of Ipsley Youth House (Smallwood Polling District CEB), the new Polling Station be a portable building to be located on the Council Car Park adjacent to the present premises;**
  - b) **in respect of the Methodist Church Schoolroom (Highfields Polling District HOB) that this premises is used for the Police and Crime Commissioner elections and any bi-elections held in 2012 and that from 2013 the new Polling Station be a portable building to be located on the Headless Cross central Car Park off 'the Green' ;**
- 2) **the Polling District changes attached to this report be made to Vaynor Polling District (HOA) and Highfields Polling District (HOB) in the Headless Cross and Oakenshaw Ward, with effect from the next revised Register of Electors.**

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

- 3.1 There are some minor financial implications for the Council which arise directly from this report, at this time, but which can be contained within existing budgets.
- 3.2 Use of portable building Polling Stations is inevitably more expensive than use of other premises; but sometimes there is no alternative as in the cases reported here.

**Legal Implications**

- 3.3 Power to designate Polling Places rests with the Council and decisions about the situation of Polling Stations within Polling Places are for the Returning Officer. Compliance with statutory requirements is required, principally under the Representation of the People Acts and Regulations and the Disability Discrimination Act.
- 3.4 Statutory elements of the Council's Constitution under the Local Government Act 2000, place authority to determine revised Polling Stations with the Council's Executive Committee.

**Service/Operational Implications**

- 3.5 "Relevant authorities" must
- "a) seek to ensure that all the electors in the Constituency have such reasonable facilities for voting as are practicable in the circumstances"; and
  - "b) seek to ensure that, so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons".
  - "c) If it is necessary to use a place where the access is not ideal, then every reasonable adjustment must be undertaken to provide access for all electors."
- 3.6 Officers continue to attempt to identify polling station locations which improve both general accessibility and access for people with disabilities, but regret that this is not always possible to achieve, mainly because:



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- a) available buildings are not in the ownership or under the control of the Council; and/or
- b) there are no suitable premises available within the Polling District or Ward.
- 3.7 This “mini review” has been triggered by factors beyond the Council’s control which affect the two Polling Stations in question.
- A. Ipsley Youth House, Ipsley Street, Redditch
- 3.8 As a result of a recent County Council review, Ipsley Youth House will no longer be reliably available for use as a Polling Station for the Smallwood Polling District (CEB).
- 3.9 Officers have invited other suggestions to meet this need, but no suitable alternatives have been identified to date and therefore at present Officers can only suggest use of a Portable Building on a nearby Car Park.
- B. Methodist Church Schoolroom, off The Rough, Headless Cross, Redditch
- 3.11 As a result of decisions of the Headless Cross Methodist Church, the Schoolroom will no longer be available for use as a Polling Station for the current Highfields Polling District (HOB) after 2012. It has been confirmed that it will be available for use at the Police and Crime Commissioner elections to be held on 15<sup>th</sup> November 2012.
- 3.12 Council has previously indicated that an alternative polling station for this polling district is to be a portable building located on the Headless Cross central Car Park off ‘the Green’.
- 3.13 Another location was suggested for the portable building to be sited at Cherry Wake Field, off Birchfield Road, Headless Cross; and was not thought suitable by Ward and County Councillors
- C. Proposed revision of Polling District Boundaries in Headless Cross  
Headless Cross & Oakenshaw Ward – Vaynor Polling District (HOA) and Highfields Polling District (HOB)
- 3.14 The attached plan and electorate statistics suggests a revised Polling Station arrangement which would provide improved access to a greater number of electors in these areas, particularly if the above-revised Polling Station arrangements are agreed. It proposes a ‘horizontal split’ rather than a ‘vertical split’ in the area covered by the

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current Vaynor and Highfields polling districts and associated polling places at Vaynor First School, Tennyson Road and Cherry Wake Field, Birchfield Road.

- 3.15 Officers' proposal would be to undertake the next canvass for the revised Register of Electors, and then to publish it, based on the revised boundaries.

**Consultation**

- 3.16 Relevant Political Party representatives, Council and County Council Members, Borough Council Officers and the Returning Officer / Electoral Registration Officer have been consulted and their comments have been reflected in the report, as appropriate.
- 3.17 County Highways and County Property Teams have both been consulted and their comments will be reported to the meeting.

**Customer / Equalities and Diversity Implications**

- 3.18 The Council's Customer / Equalities policies do cross-relate, particularly in relation to Access issues.
- 3.19 Accessibility for members of minority or disadvantaged groups is a key issue in the selection of suitable polling stations. Where possible Polling Station selection should give due regard to increasing turnout.
- 3.20 Any changes agreed must be likely to be sustainable for a reasonable number of years. Frequent changes of Polling Station are not helpful for electors / confidence in electoral systems.

**4. RISK MANAGEMENT**

- 4.1 Any new Polling Station has to be reliably available for the foreseeable future in order to maximise public knowledge of, and confidence in, the Council's electoral procedures.
- 4.2 Choice of Polling Place / Polling Station should not give rise to significant grounds of complaint which might put election results at risk of challenge.
- 4.3 In terms of Environmental risks, it is preferable that Polling Station location can help minimise unnecessary additional journeys by car / motorised vehicles.

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## **5. APPENDICES**

Plans – Former and Revised Polling Station Locations:

- A. Ipsley Youth House / Ipsley Street
- B. Methodist Schoolroom / Cherry Wake Field
- C. Revised Polling Districts boundaries in Headless Cross and Oakenshaw Ward

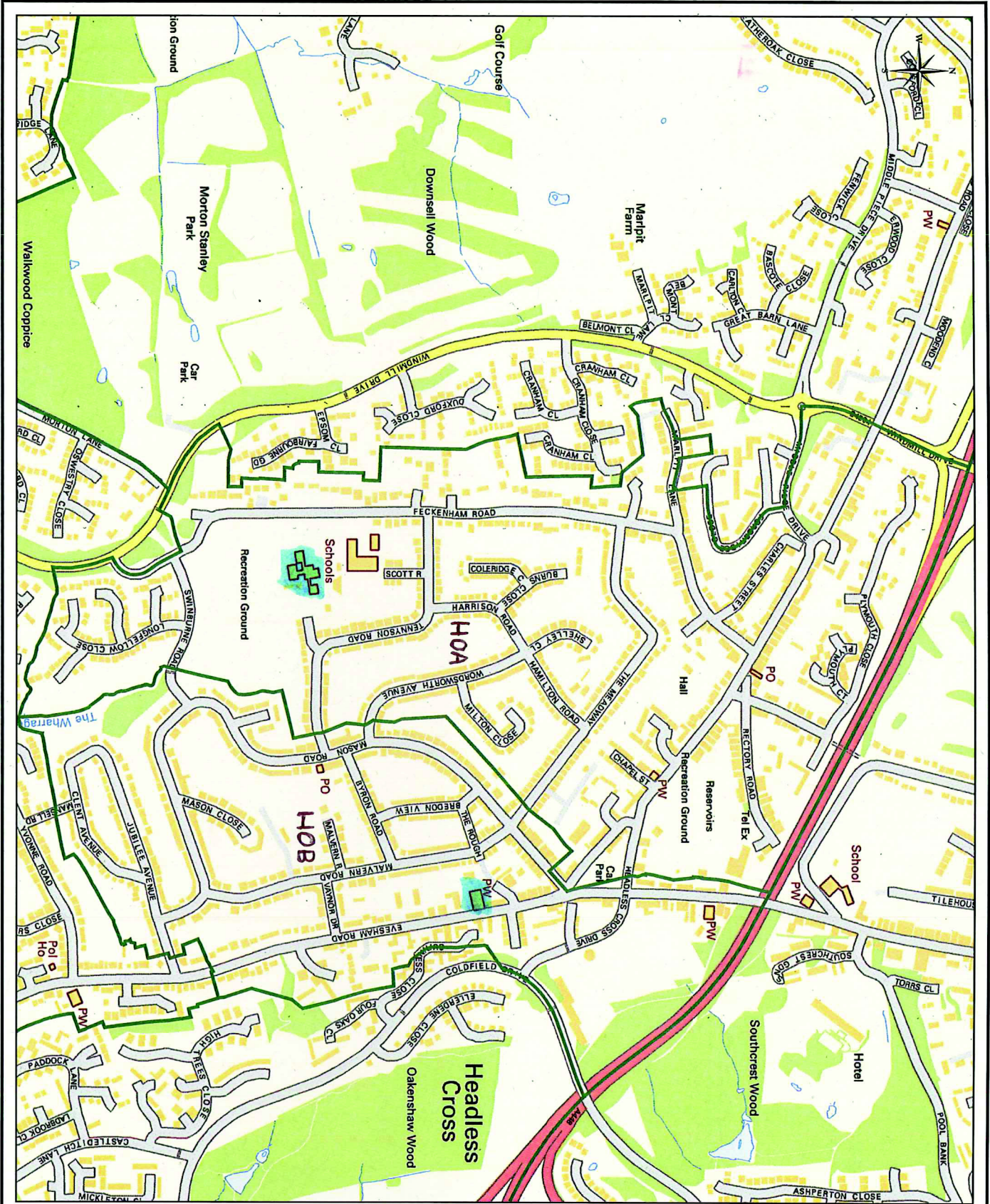
## **6. BACKGROUND PAPERS**

Previously published Polling Stations Review reports / Minutes.  
Relevant Statutory provisions.  
Relevant correspondence on file from Polling Station / Returning Officer staff.

## **AUTHOR OF REPORT**

Name: Susan Mould, Electoral Services Manager  
E.mail [elections@bromsgroveandredditch.gov.uk](mailto:elections@bromsgroveandredditch.gov.uk)  
Tel: (01527) 881 421





Existing (in green)

Notes:

Date	Rev	Drawn

Project:  
**Electoral Boundaries  
 Polling Districts**

Drawing:  
 Drawn: PTL Scale: 1/6,000  
 Surveyed: OS Date: Jul 2010  
 Streetview  
 Drawing No: P2025/12/25

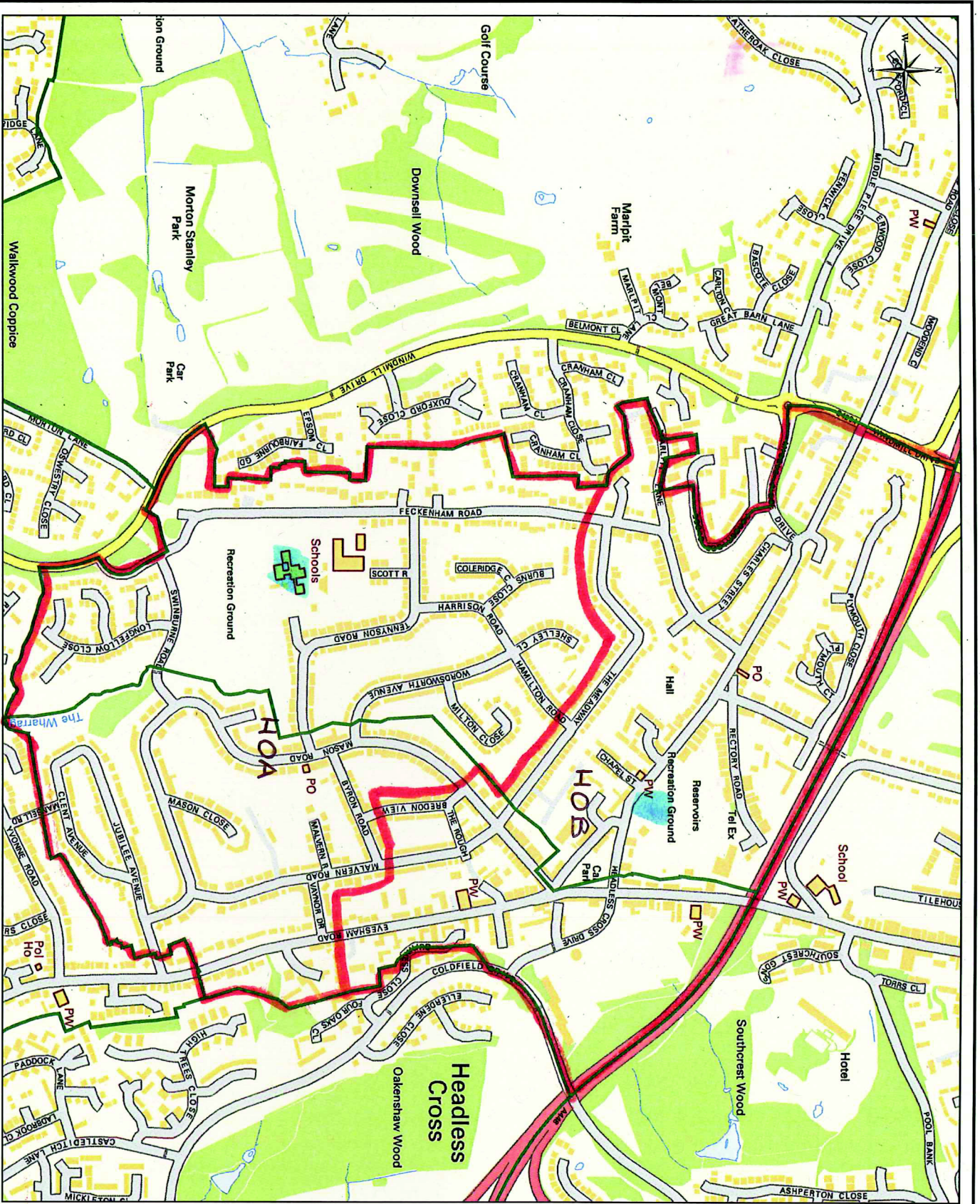
Asset Maintenance  
 Town Hall  
 Valer Stranz Square  
 Redditch  
 Worcs B98 8AH



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Existing (in green)





Revised (in red)

<p>Notes:</p>	
<p>Project: Electoral Boundaries Polling Districts</p>	
<p>Drawing No: P2025/12/25</p>	
<p>Drawn: PTL Scale: 1:6,000</p>	<p>Surveyed: OS Date: Jul 2010</p>
<p>Asset Maintenance Town Hall Walter Stranz Square Redditch Worcs B98 5AH</p>	
<p>REDDITCH BOROUGH COUNCIL</p>	
<p>making difference www.redditchbc.gov.uk</p>	
<p><small>Reproduced from the Ordnance Survey Map with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the Ordnance Survey. Ordnance Survey is a registered trademark of Ordnance Survey Limited.</small></p>	

Revised (in red)





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**Revised Vaynor Polling District (HOA)**

<b>Street</b>	<b>Properties</b>	<b>Electors</b>
Burns Close	26	51
Byron Road	26	39
Clent Avenue	55	119
Coleridge Close	22	42
Elgar Close	6	17
Evesham Road evens 218 to 282 odds 205 to 237	77	133
Feckenham Road Evens 68 to 150 Odds 69 to 137	76	162
Hamilton Road	19	39
Harrison Road	19	34
Jubilee Avenue	77	142
Longfellow Close	88	190
Malvern Road evens 44 to 128 odds 69 to 137	77	130
Mansell Road	3	8
Mason Close	28	51
Mason Road evens 42 to 228 odds 43 to 183	207	351
Milton Close	25	54
Rochester Close	5	13
Scott Road	5	8
Shelley Close	15	30
Tennyson Road	79	174
Wordsworth Avenue	58	120
<b>TOTAL</b>	<b>993</b>	<b>1907</b>

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**Revised Highfields Polling District (HOB)**

<b>Street</b>	<b>Properties</b>	<b>Electorate</b>
Birchfield Road	178	346
Bredon View	26	50
Chapel Street	24	29
Charles Street	36	77
Eadie Mews	10	11
Evesham Road evens 10 to 216 odds 65a to 203	148	176
Feckenham Road evens 2 to 62 odds 3 to 67	80	149
Highfield Avenue	16	25
Highfield Road	9	13
Marlpit Lane	25	40
Malvern Road evens 2 to 42 odds 3 to 47	44	82
Mason Road evens 8 to 40 odds 7 to 41	35	58
Plymouth Close	77	129
Plymouth Court	39	39
Plymouth Road	62	101
Rookery Close	13	21
Stonehouse Close	39	42
The Rough	13	13
The Meadway	143	272
Vaynor Drive	12	18
Wilson Close	4	10
<b>TOTAL</b>	<b>1033</b>	<b>1701</b>

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**SUBSTANCE MISUSE (DRUGS, ALCOHOL AND OTHER SUBSTANCES)  
AT WORK POLICY**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Councillor Phil Mould, Portfolio Holder for Corporate Management
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Ward Councillor Consulted	
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To seek the Committee's approval of the Substance Misuse at Work policy that has been developed and provisionally agreed by the Corporate Management Team (CMT) and Trade Union Representatives.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**

**the Substance Misuse at Work policy attached to the report at Appendix 1 be approved and adopted.**

**3. KEY ISSUES**

- 3.1 It has been identified as part of the on-going process to review policies in order to establish a consistent approach across the Human Resources and Organisational Development Shared Service, that the Council does not have a Substance Misuse at Work Policy that has been formally adopted by Members.
- 3.2 The policy supports the Council's commitment to ensuring a safe, healthy and productive work environment and to minimise problems arising from the misuse of drugs and alcohol at work. It aims to reduce the risk of accidents and damage caused by impaired judgement and to reduce the cost of absenteeism, whilst enhancing the Council's reputation as a responsible employer. In broader terms, the policy also contributes to society's efforts to combat substance misuse.
- 3.3 The policy has been specifically developed to provide a supportive framework for employees whereby issues can be identified and resolved appropriately with the assistance of Occupational Health.

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- 3.4 Misconduct at work as a result of drugs, alcohol or other substances will not be tolerated, and the Council's Disciplinary procedure is referred to in the proposed policy and operates in conjunction with it.
- 3.5 Trade Union representatives have been consulted on the proposed policy and any comments raised have been taken into account and incorporated within the attached document.

**Financial Implications**

- 3.6 None as a direct result of this report.

**Legal Implications**

- 3.7 The policy has been developed in accordance with relevant Health & Safety legislation including the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

**Service/Operational Implications**

- 3.8 None as a direct result of this report.

**Customer / Equalities and Diversity Implications**

- 3.9 Assessments have been made to identify any equality issues. These have been discussed with the Trade Union representatives and further analysis of impact has been undertaken where required.

**4. RISK MANAGEMENT**

The proposed policy reflects the changes required to ensure a consistent approach to employee related matters.

**5. APPENDICES**

Appendix 1 - Substance Misuse  
(Drugs, Alcohol and other Substances) at Work Policy.

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**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

Name: Mark Stanley  
E Mail: [m.stanley@bromsgroveandredditch.gov.uk](mailto:m.stanley@bromsgroveandredditch.gov.uk)  
Tel: (01527) 64252 ext 1673



REDDITCH BOROUGH COUNCIL

**DRAFT**

**SUBSTANCE MISUSE  
(DRUGS, ALCOHOL & OTHER SUBSTANCES)  
AT WORK POLICY**

<i>Issued by:</i> D Ibbitson & J Walker	<i>Issue Status:</i> 1.0	<i>Date of Issue:</i> July 2012
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**1.0 INTRODUCTION**

Concern has been expressed on a national level, about the rise in alcohol, drugs and other substances (e.g. solvents) consumption and the associated increases in violence and other anti-social behaviour linked to their use. Alcohol alone is responsible for an estimated 3-5% of all absences from work which equates to approximately 10 -14 million working days lost each year.

This document forms an integral extension to the policy statement contained within the authority's (Redditch Borough Council's) Health and Safety Policy document made under section 2(3) of the Health and Safety at Work Etc. Act 1974.

By promoting and implementing these arrangements and procedures, the authorities intend to raise employee's awareness and internally communicate the approach to the issue of drugs and alcohol related problems at work. This document will also assist the authorities in meeting their legal obligations.

Under the Health and Safety at Work Etc. Act 1974 every employer must ensure that employees do not endanger their own health and safety, that of their colleagues or others. Under the Misuse of Drugs Act 1971, it is an offence for non-prescribed drugs to be knowingly used, kept or supplied on the premises. It is also an offence to ignore these activities. Arguably, the employer is also at risk of civil law claims from any party injured by an employee under the influence of alcohol or drugs whilst at work.

Redditch Borough Council (RBC) is committed to ensuring a safe, healthy and productive working environment and to minimising problems arising from the misuse of drugs and alcohol at work.

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**2.0 THE LAW**

Every employer has a general duty under the Health and Safety at Work, etc Act 1974 (the Act) to protect the workforce and others from risk. Under the Act, employees have duties to avoid causing injury to themselves and others, and the health effects of certain drugs, including alcohol, could make this possible.

Section 7 of the Health and Safety at Work Act requires employees to take reasonable care of themselves and others who may be affected by their acts and omissions at work. This clearly has implications for the use of alcohol and drugs that affect the safety of the individual and or others in and around the workplace.

Employers have a duty under the Management of Health and Safety at Work Regulations 1999, to assess the risk to the health and safety of our employees. Prosecution may be brought against an employer if the employer knowingly allowed an employee under the influence of drugs, alcohol and other substances to continue working and his or her behaviour places the employee or others at risk.

Under common law, there is also a potential for civil claims to be brought against an individual employee in the event of an accident, which resulted in damages or injuries being incurred by an employee under the influence of alcohol and drugs.

Employees should also be aware of their duties under the Road Traffic Act 1988 and the Transport and Works Act 1992. Drivers of road vehicles must not be under the influence of drugs or alcohol while driving, attempting to drive or when they are in charge of a vehicle on a road or other public place.

Please note that this procedure runs in conjunction with the Redditch Borough Council's Equal Opportunities Policy.

The right to privacy under article 8 of the Human Rights Act 1998 (HRA) extends to workplace and cannot be interfered with unless it is in accordance with law and necessary for a variety of purposes, including the protection of health and the protection of others.

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**3.0 AIMS & OBJECTIVES**

By introducing this procedural document the authorities intend to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health and safety of its employees or others. It also intends to raise the awareness of all employees, regardless of status, to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees at work.

This procedural document will ensure that employees are made aware that the consumption of drugs and alcohol out of working hours may have an adverse affect on their performance at work for several days after the event of consumption.

**OUR AIMS:**

Successfully tackling substance misuse can benefit the authority and our employees by:

- Promotion of health, safety and welfare of all employees.
- Reducing the risk of accidents and damage caused by impaired judgement.
- Creating a more productive environment by offering support to those employees who declare a substance related problem and improving employee morale.
- Enhancing both the employees and the public's perception as a responsible employer.
- Reducing the cost of absenteeism or impaired productivity.
- Saving the cost of recruiting and training new employees to replace those whose employment might be terminated because of untreated substance misuse.
- And ultimately, contributing to society's efforts to combat substance misuse.

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Our aims will be achieved through working towards and achieving the following objectives.

- By establishing if and where a drug or alcohol problem exists or may occur, and if it does to what extent.
- By intervening appropriately, at the earliest stage possible, where a drug, alcohol or substance misuse problem has been identified, for Health and Safety reasons only.
- By offering professional treatment and support where it is needed in order to maintain a safe and healthy workforce and environment.
- By agreeing a positive and progressive improvement programme and by setting realistic performance improvement targets for individual requiring assistance.

**4.0 ORGANISATIONAL RESPONSIBILITIES****4.1 Heads of Service**

Have the responsibility of ensuring that this procedure is implemented within each area of the authority, with an aim to improving the overall standards of health and safety.

**4.2 Managers and Team Leaders**

Managers and Team Leaders have the responsibility of implementing this procedure and ensuring that all action taken within their department is done so in accordance with this procedure and that reasonable steps are taken to maintain and where necessary, improve health and safety standards.

**4.3 Human Resource & Organisational Advisors**

It is the responsibility of the Human Resource & Organisational Development Advisors (HR & OD Advisors) to ensure that all employees, including new employees, are made aware of such policies, arrangements and procedures, at the start of their employment via the employee induction process.

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**4.4 Senior Advisor (Health, Safety & Wellbeing)**

The Senior Advisor (Health, Safety & Wellbeing) is responsible for developing and maintaining such policies and procedures jointly with the HR & OD Section and communicating these policies and procedures to Managers and Trade Union Representatives.

**4.5 Trade Union representatives**

Trade union representatives are able to assist in informing the workforce on the benefits of these procedures and to encourage employees to seek voluntary help.

**4.6 All Employees**

All employees (no matter what level and status) have a responsibility for their own safety and the safety of others and to comply with these procedures. Employees also have a duty to report any potential health and safety risks or concerns that they become aware of to their manager.

**4.7 Agency/Temporary Employees**

All Agency/temporary employees will be made aware of this policy procedure during their induction. All Agency employees must comply with the contents of this procedure. Any Agency/temporary employee failing to comply with this procedure will be referred to their Employer (the Agency) for assistance and for this policy to be adhered to.

**4.8 Sub-Contractors**

All sub-contractors will be made aware of this policy procedure when applying or being commissioned to carry out any work for RBC. Sub-Contractors and their employees must comply with the contents of this procedure. Failure to comply with this procedure will mean the failing contractor being removed from the list of approved sub-contractors.

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**5.0 PROCEDURES****5.1 ESTABLISHING THE PROBLEM – Key Indicators**

Managers and Team Leaders should be aware that the misuse of drugs, alcohol or other substances by employees might come to light in various ways. The characteristics highlighted within this section, especially when arising in various combinations, may indicate the presence of an alcohol, drug or other substance misuse related problem.

The indicators are for general guidance only and the presence of some or indeed all of them are not an exclusive list to alcohol or drug misuse. Other illnesses such as Alzheimer's, diabetes, thyrotoxicosis, epilepsy, depression or cerebral tumour and even the accidental misuse of 'over the counter' medication may mimic alcohol or drug misuse.

It is also important that employees notify their immediate supervisor if they are taking either prescribed drugs or taking 'over the counter' medication that may affect or impair their judgement or performance. Employees who are in doubt or have any concerns relating to any medication being taken or received that could affect their performance, should discuss this issue with their Line Manager or the Human Resource & Organisational Development Section (HR & OD Section). An Occupational Health Advisor can advise both the employee and the employer on the appropriate course of action.

**General characteristics:**

- Absenteeism
- High accident levels
- Work performance may be affected
- Mood swings
- Physical symptoms
- Misconduct

An employee's alcohol, drug or substance misuse problem may come to light as a mitigating factor in a disciplinary interview. It should be treated as a mitigating factor for certain "less serious" disciplinary offences, such as poor time keeping or lateness, provided the person is prepared to undergo treatment.

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**5.2 INTERVENTION**

Managers and Team Leaders who feel an employee's unsatisfactory performance may be drug, alcohol or other substance related should inform their line Manager and the HR & OD Section in order to discuss the matter, logging any evidence/reasons for suspecting a problem.

It is important to remember to be non-judgemental and that it is not a foregone conclusion that an employee is guilty of using or being under the influence of alcohol, drugs or other substances without a full investigation into the facts. The issue must be dealt with, with integrity and with the employee's health as the foremost paramount importance. Employees will be treated with dignity and respect at all times.

If thought necessary the Manager or the Team Leader in conjunction with the HR & OD Advisor should arrange for a meeting with the employee. This should be arranged and conducted in private and without it becoming obvious to other colleagues.

During the interview all parties should endeavour to establish the cause of the problem (although it must be noted that some individuals with drugs or alcohol problems may go to great lengths to conceal the situation). Sensitive enquires should be made to whether there are any domestic issues causing concern or difficulties.

At the meeting the unsatisfactory performance or conduct should be discussed in detail with the employee and his/her representative, if requested. Employees should not be interviewed if the consensus of opinion of the interviewing panel is that the employee is not fit to be interviewed. In particular, if they suspected that the employee has been drinking, is actually drunk or suspected of being under the influence of another substance. In such cases management should reschedule the meeting.

The Manager and or the HR & OD Advisor should reiterate, in detail, the authority's expected and required standards of behaviour, ensuring the employee clearly understands what is expected of him or her.

The highlighted shortfall in standards or performance being currently achieved must be discussed in detail and the difference between his/her current performance and what is expected must be agreed. Measurable targets should then be set by the Manager and the HR & OD Advisor and communicated to the individual concerned in writing.



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On health and safety grounds, it may be decided and necessary to refer an employee to an Occupational Health Advisor to ascertain the degree of the problem and to seek advice on the most appropriate course of action. The referral may interrupt the interview process, but corrective action should continue as soon as possible after the referral is concluded. The HR & OD Advisor may intervene in the interview process, if it is deemed the meeting is becoming unproductive or it is thought to be too stressful for the employee concerned.

The Data Protection Act (part 4) applies to the records being kept by the Occupational Health Provider and Redditch Borough Council.

The employee should be informed of the assistance the authority is prepared to give an employee who is trying to overcome a drink, drugs or other substance related problem and should also be informed and guided towards outside agencies where help can be obtained.

The employee should be informed that the authority requires his or her performance to be improved to a measurable, quantifiable and acceptable standard and that failure to achieve this over an acceptable, specific period of time may result in further action being taken.

Management should then agree a realistic and appropriate course of action is to be taken. Where it is established that alcohol, drugs or other substances is, or could be, the problem, an appointment will be arranged with the Occupational Health Advisor or Doctor as soon as possible.

However, if there are strong signs and suspicions that the employee's unsatisfactory performance is drug or alcohol related and he or she will not admit or acknowledge this, further encouragement & support should be given at all stages of the investigation to recognise the true underlying problem.

At all stages throughout this process the employee must be treated with respect and dignity and all information relating to the situation will be dealt with in the strictest confidence.

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**5.3 TREATMENT & SUPPORT**

Where employees acknowledge that they have a problem and are given help and supportive treatment, this will be on the understanding that:

- (a) Whilst they are undergoing treatment, they will be on sick leave and will be entitled to the usual sick pay benefits. Some treatment may be built into a working pattern or programme and not effect work. To enable an employee to continue working, professional advice will be sought to ascertain an employee's ability to continue working in a safe manner.
- (b) Every effort should be made to ensure that on completion of the recovery programme employees are able to return to the same or equivalent work.

All those seeking help will be treated sympathetically and in confidence.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee's recovery the Manager or HR & OD Advisor will review the full circumstances surrounding the case and agree a course of action to be taken. This may include the offer of suitable alternative employment within the organisation, subject to the individual's capabilities, the consideration of retirement on the grounds of ill-health or dismissal.

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**5.4 WHERE FURTHER ACTION IS LIKELY**

Further action may be likely in certain circumstances as highlighted below.

- In the event of a relapse
- Where recovery is unlikely
- Serious misconduct caused by alcohol, drugs or other substances
- Alcohol, drugs or other substance abuse on the premises
- Supplying, selling, consuming or possessing drugs on the premises or whilst at work

**5.4.1 Relapse**

Where an employee, having received treatment, suffers a relapse, the authority will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment or rehabilitation time is likely to be required to facilitate a full recovery. At the authority's discretion, more treatment or rehabilitation time may be suggested or given in order to help the employee to recover fully. Accurate confidential records should be kept of all absences relating to this particular issue.

**5.4.2 Recovery unlikely**

If, after an employee has received treatment and a full recovery is reported as unlikely, affecting the employee's ability to return to full work duties, dismissal of the employee may result. Such action will only be taken after a full internal and medical investigation has been carried out.

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**6.0 SERIOUS CASES OF MISCONDUCT**

Employees are expressly forbidden to take, consume, use or supply drugs, alcohol or other substances (such as solvents) when at work, on authority's premises or on authority's business. Breach of this rule could result in disciplinary action being taken which may result in summary dismissal

If an employee is known to be, or strongly suspected of being, intoxicated by alcohol, drugs or other substances during working hours, the Manager or HR & OD Advisor must be informed and consulted immediately.

Where a serious accident or incident has occurred or another employee has expressed a sincere concern or suspicion that an employee may be under the influence of alcohol, drugs or any other substance(s), the Manager and authority's Senior Advisor (Health, Safety & Wellbeing) must be informed immediately. In serious cases the Police are likely to be informed and involved in investigations.

In such extreme cases internally or externally qualified personnel will be requested to carry out immediately, or as soon as is practicably possible, a series of in-offensive and dignified, simple but scientific tests to ascertain whether the employee is under the influence of alcohol, drugs or other known substances at work.

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To ensure that these tests are sensitively and professionally carried out the following principles apply:

- Selected personnel will be trained, qualified and competent to use such test equipment and to interpret and analyse the test results.
- The test equipment used will be a simple breath-test and or mouth swab test devices, which will be approved by Occupational Health and or the authority's Senior Advisor (Health, Safety & Wellbeing) / Health & Safety Advisor. Positive results will be referred to Occupational Health immediately. See attached **Appendix 1** for procedural information
- That a Trade Union Representative or another person within the organisation, of choice by the employee, is present while the test is being carried out.
- That the tests are carried out immediately or as soon as is practicably possible after the request is made.
- That the initial tests are only carried out in the workplace.
- That the tests are carried out sensitively and discretely.
- That the test results are shared with the employee and the representative immediately and are recorded as positive or negative evidence.
- That the Manager will lead the initial and immediate corrective action following a positive result. All positive results will be referred to Occupational Health immediately.

In the absence of a qualified person; the Senior Advisor (Health, Safety & Wellbeing) or the Health & Safety Advisor (qualified and competent persons) will carry out these tests adhering to the principles highlighted above.

Any employee refusing to participate in such a test, following a serious incident relating to their or another person's health and safety will be suspended pending an investigation. Usual suspension criteria apply.

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A disciplinary investigation will be initiated immediately by the appropriate Manager who will be appointed by the Head of Service. The authority's disciplinary procedures and guidelines will be followed.

**7.0 DRUG ABUSE ON THE PREMISES**

Employees who take drugs, which have not been prescribed, on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be dismissed. Any employee believed to be buying or selling drugs, or in possession of unlawful (i.e. un-prescribed) drugs will also be committing an act of gross misconduct. In these cases the Police are likely to be informed and involved.

**8.0 CONFIDENTIALITY**

All matters relating to individuals employed by Redditch Borough Council concerning alcohol, drugs and other substances at work will be dealt with in the strictest of confidence. Only those people who need to know will be made aware of the problem. All employees are entitled to representation during all the stages of these processes, Trade Union or otherwise, and at the request of the individual concerned.

Detailed notes and records relating to these issues must be kept private and confidential. Management must ensure that the numbers of employees involved with an individual case and the procedural processes are kept to a minimum.

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**9.0 TRAINING AND DEVELOPMENT**

All employees' will be made aware of the effects of alcohol, drug and other substance misuse. Employees will be encouraged not to cover up for colleagues that suffer with a drink, drug or substance misuse related problem, but alternatively to recognise that collusion represents a false sense of loyalty and that false sense of loyalty to one of our fellow colleagues, will, in the longer term, have a damaging or devastating effects on those employee's lives and quite possibly directly or indirectly on others.

Employees who recognise that they have a drink, drug or substance misuse related problem, or that they are at risk of developing one, should be encouraged to come forward for confidential and supportive help.

Employees should be encouraged to seek an appointment, in confidence, with an HR & OD Advisor, the Occupational Health Advisor or an independent professional.

Contacts of outside agencies where help can be obtained will be made readily available to all employees via staff notice-boards.

**BREATHSCAN RAPID TEST FOR ALCOHOL INSTRUCTIONS****HOW TO USE****15 mins prior to test**

Wait for 15 minutes after ingesting alcohol as alcohol takes 15 minutes to enter the system, or drink or wash your mouth out with a glass of water to eliminate alcohol traces from the mouth, in order to avoid a false result.



Squeeze the middle clear part of the outer plastic tube between thumb and forefinger to break the inner glass ampoule containing the yellow crystals to activate the test. Squeeze until you feel the ampoule break.

**To use, test, the user first crushes the test between fingers.**

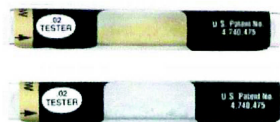
Take a deep breath and blow hard continuously, through the indicated end of the test (indicated by an arrow) for 12 seconds (preferably in one breath) **DO NOT INHALE FROM TEST**

**The user then blows into the test for 12 seconds.**

Shake the tester to distribute the crystals evenly. Put the tester in a horizontal position and wait two (2) minutes. Read the result, identifying the colour change of the majority of the crystals. The yellow crystals will change to a white/bluish or green/greyish colour if alcohol is present to or above the cut off level.

**No Colour Change:** Negative (Yellow)  
Blood Alcohol concentration below the tester level

**Any Colour Change:** Positive (Often White/bluish, green/greyish).  
Blood Alcohol concentration at or above the tester level.



The yellow crystals lose their colour, or change colour, in the presence of alcohol in both the 0.2 & 0.8 levels.



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**PAY DISPLAY CAR PARKS**

Relevant Portfolio Holder	Councillor Greg Chance, Planning Regeneration, Economic Development & Transport
Portfolio Holder Consulted	Councillor Greg Chance
Relevant Head of Service	Guy Revans, Head of Environmental Services
Wards Affected	Various Wards
Ward Councillor Consulted	Yes
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 Redditch Borough Council currently charges for weekend parking facilities at the Town Hall and Trescott Road via Pay and Display machines. The enforcement of the parking charge is included within the contractual agreement via a letter of agreement between Redditch Borough Council and Wychavon District Council as part of the civil parking enforcement arrangements.
- 1.2 The cost of enforcement for these two car parks is not identified separately but is contained within the general contractual cost.
- 1.3 It has become apparent that the actual income from these two sites has not, and is unlikely to, meet the income targets that were suggested initially by an external consultancy, who were engaged to advise on the provision and charging for car park facilities.

**2. RECOMMENDATIONS**

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

- 1) **the Pay and Display scheme in the Town Hall and Trescott Road car parks be discontinued so that weekend parking does not incur a charge and that the Traffic Order be varied accordingly; and**

**RESOLVED that**

- 2) **the Pay and Display machines be removed and then sold.**

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

- 3.1 Since implementation of the Pay and Display machines there have been annual shortfalls to income from that originally anticipated. During 2011/12 the shortfall to assumed income was £11k. These shortfalls would have had to have been met from savings within other Council service budgets. The proposal to remove the machines will ensure that shortfalls no longer have to be offset by other savings.
- 3.2 There will be a cost to disconnect and remove the Pay and Display machines together with any associated services. This is estimated to be in the region of £750 and includes the removal of the signs as well as the ticket machines however the pedestals will be capped off appropriately to reduce the need for further cost . There is also the cost of publication for the variation notice ( approx £400).
- 3.3 It is assumed that income can be generated from the sale of the Pay and Display machines. Initial contact has been made with Wychavon District Council to ascertain if they may be interested in purchasing the two ticket machines. The initial response is that they will consider making an offer of £900 per machine excluding the pedestal. It is anticipated that the third machine will also be sold for a similar value.
- 3.4 The saving in 2012/13 will reflect the net position of the income generated from the sale of the machines offset by the cost of the removal and advertising. It is anticipated that this will generate a net saving of £2k.
- 3.5 The current value of the capital charge for the machines is £13k. This cost would have to be met from existing capital receipts and therefore would not have an impact on the revenue account.

**Legal Implications**

- 3.6 The Executive Committee report dated 22<sup>nd</sup> July 2009 gave details of the legal obligation of the authority under Section 32 of the Road Traffic Regulation Act 1984 to make an Order for off road parking. The procedure for making the Order is contained in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 ("the Regulations") and includes details of the necessary consultation and consultees including the publication of the proposal Notice.

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- 3.7 Further to the Recommendation made by the Executive Committee the necessary Order was duly made and the enforcement of that order was achieved via contractual arrangement with Wychavon District Council.
- 3.8 The existing contract, dated 24<sup>th</sup> March 2009, will continue to operate however Wychavon District Council will have to be advised accordingly so that the current enforcement arrangements cease to be effective from an agreed date and in order that the Civil Enforcement Officers time can be reassigned appropriately.
- 3.9 Consultation has taken place with Legal Services with regard to the legal contract and any implications and, if the Recommendation contained within this report is approved, Legal Services will have to be instructed to ensure that there are no other implications or outstanding obligations with regard to cessation of the Order.
- 3.10 As the car parks were Pay and Display we were obliged to ensure that the car parks were fit for use which included ensuring that they were cleared of snow and gritted during the winter.

**Service/Operational Implications**

- 3.11 The Pay and Display scheme had a total initial capital cost of £18,352.18. There remains £13k on the capital value to be chargeable to the service. As detailed above this cost will be written off against existing capital receipts.
- 3.12 The enforcement of the parking charges was included within, but not separately identified, the contractual agreement with Wychavon District Council to provide civil parking enforcement across the Borough.
- 3.13 The external consultant who advised on a range of parking options projected that the level of annual income from these two car parks would be £22k. The cost of the review of options was £3k. The actual income generated from the car parks has been significantly lower than this assumption as detailed below:

2009/10	£1,753
2010/11	£2,988
2011/12	£1,917

- 3.14 There are also annual costs associated with the general maintenance of the Pay and Display machines and the management of the car parks. These are expected to increase as the machines get older in the future.

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- 3.15 The Council will need to reverse its Decision to charge for weekend parking as per the Executive Committee report dated 22<sup>nd</sup> July 2009.

### **Customer / Equalities and Diversity Implications**

- 3.16 The removal of the Pay and Display function will not disadvantage or discriminate against any customers and will not have a detrimental effect on the total amount of weekend parking that is available in the town centre.

### **4. RISK MANAGEMENT**

The car parks prior to the commencement of the scheme in 2009 were a free facility accessible to all members of the public. The subsequent removal of the Pay and Display scheme will return the sites to their former status and, under the Council's obligations in terms of the occupiers liability, there is no increase in risk to the Authority.

### **5. APPENDICES**

None.

### **6. BACKGROUND PAPERS**

Internal Audit Service Report dated May 2010  
Agreement between Redditch Borough Council and Wychavon District Council Executive Committee Report dated 22<sup>nd</sup> July 2009

### **AUTHOR OF REPORT**

Name: Carl Walker  
E Mail: carl.walker@bromsgroveandredditchbc.gov.uk  
Tel: (01527) 64252 ext 3421



# Overview and Scrutiny Committee

Tuesday, 19th June, 2012

## MINUTES

### Present:

Councillor Juliet Brunner (Chair), Councillor Simon Chalk (Vice-Chair) and Councillors Andrew Brazier, David Bush, John Fisher, Andrew Fry, Pattie Hill, Gay Hopkins and Pat Witherspoon

### Officers:

T Kristunas, J Pickering and P Smith

### Democratic Services Officers:

J Bayley and A Scarce

### 15. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies.

### 16. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

### 17. MINUTES

Members were advised that a minor amendment needed to be made to the minutes to recognise that the Council's Director of Finance and Corporate Resources had attended the previous meeting of the Committee.

### RESOLVED that

**subject to the amendment detailed in the preamble above, the minutes of the meeting of the Overview and Scrutiny Committee held on Thursday 31st May 2012 be approved as a true and correct record of the meeting and signed by the Chair.**

### 18. WORK EXPERIENCE OPPORTUNITIES TASK AND FINISH GROUP - MONITORING UPDATE REPORT

.....  
Chair

# Overview and Scrutiny Committee

Tuesday, 19th June, 2012

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Officers introduced the report, provided background information on the Task and Finish group and the recommendations which were endorsed by the Executive Committee on 21st June 2011.

Members were informed that from May 2011 the Government no longer provided funding for Education Business Partnerships (EPB) to support work experience placements for school pupils at Key Stage 4 (KS4). However, the Worcestershire EPB had established itself as an independent Company Limited by Guarantee and was focussing on arranging work experience placements. It had retained its schools base and database of employers in order to allow schools to provide 10 days work related training for KS4 pupils, as this continued to be a statutory requirement. The Committee were informed that the recommendations from the Woolf report might remove this requirement in due course.

Officers provided the Committee with updates on the current position of the four recommendations and the following areas were discussed in detail:

- Any indication of when the recommendations from the Woolf report would be implemented and the rise in the participating age for work experience.
- The importance of engaging employers in the scheme in order to provide young people with the opportunity to experience life in the work place.
- The possibility of providing young people with a second opportunity of work experience at a later stage in school life in order to provide a further view of life outside of the school environment.
- The need to match young people with the appropriate placement to ensure the experience was successful.
- The role and relationship between the school co-ordinator and Worcestershire EPB.
- Worcestershire EPB's role in respect of schools with academy status.

Members asked to be provided with example copies of the paperwork provided to employers by Worcestershire EBP regarding work experience placements and the number of local organisations registered for work experience.

**RESOLVED that**

**the Work Experience Opportunities Task and Finish Review Monitoring Report be noted.**

# Overview and Scrutiny Committee

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## 19. MEDIUM TERM FINANCIAL PLAN - PRE-SCRUTINY

The Committee considered the *Revisions to the Medium Term Financial Plan 2012-13 and 2014/15* report. Officers informed Members that they had been requested to assess the funding implications of a number of changes to the original budget as currently approved and to advise Members of the financial implications of these changes.

As part of this process Officers had reviewed the potential of granting free swimming for under 16's and over 60's and the benefits of such a scheme to those eligible. The Committee was reminded that a similar scheme had been funded through a Central Government initiative which had covered a 16 month period. The current annual cost to the Council of such a scheme would be £71,000, however, for the purpose of this exercise the figure of £47,000 had been provided on a pro rata basis (and included loss of income and additional costs to the Council).

Officers had been requested to review the option of providing pre 9.30 a.m. concessionary travel. The estimated cost of this enhanced provision was £86,000 per annum, with a pro rata cost of £43,000. The contract for concessionary travel was held with Worcestershire County Council and Officers were currently in discussions with colleagues at the County Council to identify the necessary arrangements that would need to be in place to implement this enhanced provision.

The Committee was informed that it was proposed that as part of the revised budget a further apprentice post be created to undertake PAT electrical testing at the Council, following relevant training. This apprentice would work alongside and be supervised by a qualified electrician employed by the Council's Housing Department. The estimated cost of this new post would be £8,000 per annum.

Officers provided Members with details of a number of budgets which would be reduced in order to provide the funding required for these additional services. This included a reduction in the consultancy budget of £89,000, the removal of the budget for Leisure options appraisal of £15,000 and a reduction in the advertising budget for events and leisure facilities of £10,000. A reduction of £50,000 for the funding of capital repairs to public buildings, as well as a reduction in spending on security fencing at the depot and the patching of the footpath at Morton Stanley Park, had also been proposed.

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Officers also provided Members with information on the impact of the proposed revisions to the Medium Term Financial Plan for 2012/13 - 2014/15 and the reduction in the current requirement for a transfer from balances of £259,000 to £192,000. In addition, details were provided of the savings which would need to be delivered over the three year period and the expected further 5 per cent cut in Government Grant. The Council continued to be committed to making savings through the transformation programme over the next three years.

Following the presentation, Officers responded to Members' questions and concerns and the following areas were discussed in detail:

- Questions were raised as to whether any additional passes would be needed to ensure the pre 9.30 a.m. concession was used only by Redditch residents, whether the use of services before 9.30 a.m. would be monitored and if so, how this monitoring would be carried out.
- The reduction in consultancy fees and the £65,000 which related to the local plan enquiry. It was confirmed that if funds were needed for this purpose at a later date it would need to be taken from balances.
- The net return to balances for 2012/13 of £67,000 which would increase in the following two years to £80,000.
- Members raised concerns as to how the free swimming for under 16's and over 60's would be implemented and monitored.
- The Committee was also concerned that there would be an increase in demand for use of the facilities, which could lead to over capacity of the pool and therefore to a reduction in income received (including an effect on income received from vending machines).
- The reduction in the advertising budget was also discussed and Members raised concerns that this followed identification of poor advertising of events as a problem at the Council during recent Task and Finish reviews.
- Questions were raised as to whether a risk assessment had been completed of the impact of a reduction of capital schemes on capital repairs, and the effect that resulting delays to work would have on the condition of public buildings in the long-term.
- The consequences of the removal of the leisure option appraisals funding and what, if any, of this work could be undertaken in house.
- Members were concerned that the expense of a trained electrician's time had not been taken into account when



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calculating the cost of the additional apprentice post. Concerns were also raised that there was a lack of clarity as to whether there would be a permanent position for the apprentice on completion of the training. Clarification was also requested in respect of the current contract for PAT Testing and any cancellation charges that the Council would incur as a result of introducing this apprenticeship.

- In respect of *Redditch Matters*, Members were concerned that by only making it available online, some residents would be unable to access the information about public services that were provided in the publication.

The Committee put forward further questions which related to operational issues and requested detailed information before reaching any conclusions on the subject.

## **RESOLVED that**

- 1) **Officers provide responses to the questions raised for Members' consideration; and**
- 2) **a special meeting of the Overview and Scrutiny Committee be arranged as soon as possible to consider the additional information provided in Officers' responses and to provide the Committee with an opportunity to make recommendations to the Executive Committee on this subject by 26th June 2012.**

## **20. FINANCIAL BORROWING REPORT**

The Committee considered a report and received a presentation which set out the Council's current position with regard to borrowing.

Officers provided Members with details of the Council's total borrowing, both long term and short term, as detailed at Appendix 1 of the report. Members were informed that short term borrowing referred to items up to 1 year and long term borrowing were for items over 1 year.

Members were provided with information on the reasons for borrowing, the interest rates and what the Council had the authority to fund through borrowing. Officers informed the Committee that the Council was no longer able to borrow to fund the Housing Capital Programme due to the debt cap imposed as part of self-financing.

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Officers responded to Member questions and discussed the following in more detail:

- It was confirmed that short term interest rates were overnight rates.
- The Barclays capital borrowing was discussed and whether there was a provision to reduce or pay back this loan.
- The cap on borrowing and the “knock on” effect on repairs and maintenance in the future was debated.

Members requested that a copy of the presentation be provided.

**RESOLVED that**

**the Council’s Current Borrowing Position report be noted.**

## 21. ACTIONS LIST

Officers provided the following updates to the Committee’s Action List:

a) Outcomes of Transformation

The committee was advised that a presentation would be received on the outcomes of transformation and the implications for the recommendations detailed in the final report of the External Refurbishment of Housing Stock Short Sharp Review on 17th July 2012.

b) Worcestershire Hub Scrutiny

A letter had been sent on behalf of the Committee to the Chair of the Worcestershire Overview and Scrutiny Performance Board regarding the Worcestershire Hub.

c) Monitoring Update Report: ASB

Due to changes in legislation a monitoring update report on the impact of the ASB review recommendations was not due to be received until later in the year.

d) Dog Fouling Campaign

A request had been sent to relevant Officers for a presentation to be delivered on the subject of the dog fouling campaign and the impact this had had locally.

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e) Civil Parking Enforcement

A briefing note was provided to Members in respect of a report on civil parking enforcement and Members confirmed that no further action was necessary.

f) Roundabouts

The Committee received a briefing note in respect of the proposed plans for advertising on roundabouts located in Redditch and Members confirmed that no further action was necessary.

g) Sales of vehicles on grass verges

The Committee was advised that Members would receive a presentation on the current policy for sales of vehicles on grass verges at the meeting on 17th July 2012.

**RESOLVED that**

**the Committee's Action List be noted.**

**22. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN**

The Committee received the minutes of the Executive Committee meeting held on 29th May 2012 and considered the latest edition of the Forward Plan.

Members noted that reports on the subjects of Co-location of the One Stop Shop at Woodrow Library, the Adverse Weather Policy Review, the Tenancy Strategy and Policy 2012-14, the Sickness Policy Review and Fees and Charges 2013/14 were scheduled to be presented for the Executive Committee's consideration during forthcoming meetings. Members agreed that these reports were suitable for pre-scrutiny.

**RESOLVED that**

- 1) the report on the Co-location of the One Stop Shop at Woodrow Library be added onto the Committee's Work Programme for its meeting on 17th July 2012 for pre-scrutiny;**

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- 2) the report on Adverse Weather Policy Review be added onto the Committee's Work Programme for its meeting on 14th August 2012;
- 3) the report on the Tenancy Strategy and Policy 2012-14 be added onto the Committee's Work Programme for its meeting on 11th September 2012;
- 4) the report on the Sickness Policy Review be added onto the Committee's Work Programme for its meeting on 11th September 2012; and
- 5) the report on the Fees and Charges 2013/14 be added onto the Committee's Work Programme for its meeting on 8th January 2013.

## 23. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents.

## 24. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received the following reports in relation to current reviews:

- a) Access for Disabled People Task Group – Chair, Councillor Andrew Fry

Members were advised that the next meeting of the group would be taking place in early July 2012 and that the group was also due to visit the Shopmobility service's base in the town centre.

- b) Redditch Market – Chair, Councillor Andrew Brazier

The Chair advised that the first meeting of the group was due to take place on Monday 25th June 2012.

### **RESOLVED that**

**the update reports be noted.**

## 25. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon had been unable to attend the Worcestershire Health Overview and Scrutiny Committee (HOSC)

# **Overview and Scrutiny Committee**

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meeting held on 19th June 2012. However, Councillor Yvonne Smith had attended on her behalf and had provided her with a brief update.

It was understood that the Ambulance Trust had now agreed to introduce a second hub which would be located either in Redditch or north Bromsgrove. Councillor Witherspoon had received no further information on the Alexandra Hospital as the work of the consultation groups was still being carried out.

**RESOLVED that**

**the update report be noted.**

**26. REFERRALS**

There were no referrals.

**27. WORK PROGRAMME**

The Committee was advised that Councillor Witherspoon had volunteered to attend the following meeting of the West Midlands Regional Scrutiny Network on Friday 22nd June 2012 on behalf of the Committee.

**RESOLVED that**

**the Committee's Work Programme be noted.**

The Meeting commenced at 7.00 pm  
and closed at 9.15 pm





# Overview and Scrutiny Committee

Monday, 25th June, 2012

## MINUTES

### Present:

Councillor Juliet Brunner (Chair), Councillor Simon Chalk (Vice-Chair) and Councillors Joe Baker (substituting for Councillor Andrew Fry), Andrew Brazier, David Bush, John Fisher, Pattie Hill, Gay Hopkins and Pat Witherspoon.

### Also Present:

Councillors Michael Braley, Carole Gandy, Yvonne Smith and Derek Taylor.

### Officers:

J Godwin, T Kristunas, J Pickering and J Willis

### Democratic Services Officers:

J Bayley and M Craggs

### 28. APOLOGIES AND NAMED SUBSTITUTES

An apology was received on behalf of Councillor Fry and Councillor Joe Baker was confirmed as his substitute.

### 29. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

### 30. MEDIUM TERM FINANCIAL PLAN - PRE-SCRUTINY

The Overview and Scrutiny Committee pre-scrutinised the proposed *Revisions to the Medium Term Financial Plan 2012/13 – 2014/15*, completing a scrutiny process that had been launched during the previous meeting of the Committee. As part of this process written responses to questions that had been proposed on this subject by the Committee were provided for Members' consideration (Appendix A). In addition, the Committee noted the budget settlement that had been agreed by the Executive Committee on

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Chair

# Overview and Scrutiny Committee

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20th February 2012, as detailed in the *Initial Estimates Report 2012/13, 2013/14 and 2014/15*, for comparative purposes.

The following issues were considered during discussions about the proposed revision to the Medium Term Financial Plan:

- Officers had met with representatives of Worcestershire County Council that day to discuss the proposed introduction of pre 09.30 concessionary bus travel. During this meeting it had been confirmed that new card passes and reader equipment on vehicles would not be required in order to enable eligible passengers to pay concessionary rates as had originally been envisaged. Instead, stickers would be devised that could be displayed on existing passes, at a limited financial cost.
- Questions were raised about what actions would be taken to ensure that these stickers could not be easily duplicated for use by people who were not eligible for concessionary travel. It was suggested that consideration should be given to stamping the stickers using a distinctive mark.
- Access to concessionary travel and the remit of the system was also discussed. Officers advised that eligibility would apply only to journeys departing from Redditch prior to 09:30, though could involve accessing destinations outside the Borough. However, eligibility would not extend to individuals living outside the Borough.
- Currently Worcestershire County Council estimated that there were 15,000 – 20,000 card holders resident in Redditch who would be eligible to receive pre 09.30 travel concessions. Eligible residents could apply for a bus pass throughout the year, and these cards were updated every five years. Following introduction of the concessionary scheme consideration would need to be given to how to ensure that existing card holders could update their cards to demonstrate proof of eligibility.
- Members were advised that the final arrangements for the operation of the pre 09:30 concessionary travel system would be subject to the outcomes of ongoing negotiations with Worcestershire County Council and the bus companies that operated services in the Borough. A final deadline had not been established for completing these negotiations, though it was estimated that the system could become operational by January 2013.
- Officers noted that originally it had been anticipated that it might be possible to implement the scheme from September 2012. For this reason it had been estimated in the report that



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the cost for delivering the concessionary travel scheme in 2012/13 would be £43,000 for a six month period.

- Different options were being considered to support bus operators with the introduction and delivery of pre 09.30 concessionary travel. This included the potential to pay bus operators a specific fee for each journey that was undertaken by an eligible passenger using the concession, though there was also the option to pay the bus companies a single sum each year to support the process. As part of the negotiations arrangements that were in place in other parts of the country where concessionary travel was already available would be considered by Officers.
- The implementation of pre 09:30 concessionary travel would be monitored every 12 months. There was the possibility that the contract(s) with bus operators would be reviewed as part of this process, together with the impact, if any, of pre 09:30 concessionary travel on other journeys.
- A further report would be presented to the Executive Committee in due course outlining the outcomes of negotiations with the bus companies and Worcestershire County Council and the implications for the Borough Council.
- Officers advised that an additional category would be added to the Reddicard to enable people aged under 16 and over 60 years to access free swimming opportunities in the Borough. Residents would be required to provide identification demonstrating proof of their eligibility in order to access free swimming using a Reddicard.
- Concerns were expressed about the capacity of swimming pools at the Abbey Stadium and Kingsley Sport Centre to accommodate an increase in the number of swimmers that might occur as a result of an offer of free swimming to eligible residents. However, Officers noted that the swimming pools were not currently utilised at maximum capacity and would have the potential to accommodate an increase in demand. Furthermore, residents of different ages tended to utilise the swimming pool at different times of the day.
- The potential for customers to be provided with arm wrist bands to regulate use of the swimming pool facilities was discussed by the Committee. It was noted that through using these bands Officers could manage demand, though there would need to be careful supervision of the system to ensure that it operated effectively. One Member suggested that free swimming could be confined to a single sports centre, though it was acknowledged that there were numerous alternative options that could be implemented to restrict demand.
- The impact of free swimming on gym membership was also discussed. Officers noted that it was not anticipated that free

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swimming would have a detrimental impact on gym membership. In fact, Members were advised that there was the possibility that an increase in people participating in swimming could have a positive impact on awareness of and participation in other sporting activities provided by the Council.

- The Reddicard could be utilised to monitor the level of demand for free swimming. However, the system would not enable the Council to identify how many different people were taking advantage of the opportunity to participate in free swimming.
- The training that would be provided for the new apprenticeship position was discussed. Additional information was requested about the type of training that would be made available to the apprentice and it was noted that training costs had not been incorporated into the estimated figure for the cost of supporting the new position. The cost of pension contributions and insurance cover for the apprenticeship had, however, been taken into account.
- Questions were raised about the opportunity that would be made available to an individual through the apprenticeship placement. There was the possibility that the apprenticeship could be for three years to enable an apprentice to train to become a qualified electrician, though there was also the possibility that an apprentice would be trained for one year in PAT testing.
- The apprentice was due to be supervised by a qualified electrician. The Council employed a number of electricians who could assume this responsibility. However, the Property Services team would retain oversight of specific requirements for PAT testing.
- Concerns were raised about the reduction in the budget that would be allocated to installing security fencing at Crossgates depot. However, Members were advised that this reduction had occurred following an internal review of the budget by Officers and it was anticipated that the works could be completed despite the reduction in funding.
- Members questioned the capacity of the Communications Team to support changing approaches to communications following reductions to the advertising budget. Officers explained, however, that it was likely that internal working groups would be established to enable Officers to share understanding of best practice and to maintain effective communications.

During concluding remarks concerns were expressed in particular about the potential risks involved with the proposed reduction to the budget allocated to capital repairs in 2012/13. Some Members

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noted that this could, in the long-term, have a detrimental impact on the ongoing maintenance of public buildings in the Borough and have a knock on effect on expenditure in future years.

Furthermore, there were a number of concerns about the timing of a decision being made about pre 09.30 concessionary bus travel at a stage when negotiations with bus operators remained ongoing.

Under these circumstances the majority of Members concluded that additional time was needed to enable Officers to produce a comprehensive financial statement for the proposed revisions to the budget.

Members therefore determined that it was not possible at this stage for the Committee to endorse the five recommendations outlined in the report: *Revisions to the Medium Term Financial Plan 2012/13 – 2014/15*. However, it was noted that this decision did not receive unanimous support from all members of the Committee.

## **RECOMMENDED that**

- 1) **the £50,000 of funding for the capital repairs of public buildings, identified as a potential saving to fund the revised budget proposals as detailed in 3.7.1 of the report, be retained as part of the capital programme; and**
- 2) **further time be allocated to developing a comprehensive financial statement on the proposals to revise the Medium Term Financial Plan 2012/13 – 2014/14 prior to any decision being made on the subject.**

The Meeting commenced at 6.33 pm  
and closed at 8.03 pm



**BROMSGROVE DISTRICT COUNCIL****WORCESTERSHIRE REGULATORY SERVICES****MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 28TH JUNE 2012 AT 4.24 P.M.**

PRESENT: Councillors M. A. Bullivant, Mrs. B. Behan, M. Braley, Mrs. L. Hodgson, J. Riaz, Mrs. E. Stokes, P. Harrison and A. N. Blagg

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council and Ruth Mullen, Corporate Director, Service Delivery, Worcester City Council

Officers: Ms. J. Pickering, Mr. S. Jorden, Ms. C. Flanagan, M. Kay and Mrs. P. Ross

1/12 **ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor M. Hart, Wyre Forest District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

2/12 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Councillor D. Thain, Worcestershire County Council be elected as Vice-Chairman for the ensuing municipal year.

In the absence of Councillors M. Hart and D. Thain it was agreed that Councillor Mrs. L. Hodgson, Worcester City Council be elected as Chairman for the meeting.

3/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C. B. Taylor, Bromsgrove District Council, P. Mould, Redditch Borough Council, D. Thain, Worcestershire County Council, K. Jennings, Wychavon District Council and M. Hart, Wyre Forest District Council.

4/12 **DECLARATIONS OF INTEREST**

No declarations of interest were received. However, Councillor Mrs. L. Hodgson, Worcester City Council declared a prejudicial interest during the discussion on Agenda Item 6 (Worcestershire Regulatory Services Budget Monitoring April 2011 – March 2012) as Cabinet Member, Worcester City Council with regard to Appendix 3, Acting Worcestershire Internal Audit Shared Services Manager's Opinion on the Effectiveness of the System of

Internal Control at Bromsgrove District Council for the Year Ended 31st March 2012. Worcester City Council was the host council for the Internal Audit Shared Services.

5/12 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 23rd February 2012 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

6/12 **WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING**  
**APRIL 2011 - MARCH 2012**

The Committee considered a report which detailed the financial position for the period April 2011 to March 2012.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that for the financial year 2011/2012 the body (Worcestershire Shared Services Joint Committee) had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. As a result of this classification the requirement of the formal accounting statements had been limited to the return as detailed at Appendix 2 to the report. At this stage in the meeting the Executive Director, Finance and Corporate Resources, Bromsgrove District Council provided Members with an amended version of Appendix 2 to the report and in doing so explained the amendments to Members.

At this stage in the meeting Councillor Mrs. L. Hodgson, Worcester City Council declared a prejudicial interest during the discussion on Agenda Item 6 (Worcestershire Regulatory Services Budget Monitoring April 2011 – March 2012) as Cabinet Member, Worcester City Council with regard to Appendix 3, Acting Worcestershire Internal Audit Shared Services Manager's Opinion on the Effectiveness of the System of Internal Control at Bromsgrove District Council for the Year Ended 31st March 2012. Worcester City Council was the host council for the Internal Audit Shared Services.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council responded to Members' questions with regard to the following:

- Proposal to set aside £35,000 to fund an enhanced development programme for managers.
- Underspend due to salary savings arising from two Grade B posts.
- Environmental Protection increase in expenditure.
- Agency Staff and Contractors / Consultants

The Head of Worcestershire Regulatory Services responded to Members' questions with regard to agency staff and contractors / consultants and in doing so informed Members that agency staff had been engaged to "backfill" for staff whilst contractors had been engaged for specific projects. Moving

forward agency staff would be engaged to “backfill” for staff involved in the ICT project.

At this stage in the meeting and with agreement from Joint Committee Members, the Chairman for the meeting signed the amended version of Appendix 2 to the report - Audit Commission, Small Bodies in England, Annual Return for the year ended 31 March 2012.

**RESOLVED:**

- (a) that, in response to the questions raised as detailed in the preamble above, The Executive Director, Finance and Corporate Resources, Bromsgrove District Council be tasked to check the accounting codes used with regard to agency staff and contractors / consultants;
- (b) that the financial position for the period April 2011 to March 2012, be noted;
- (c) that a reserve of £35,000 to fund a leadership development programme for senior managers, be approved;
- (d) that the refund of the remaining balance of the 2010/2011 reserve of £301,000 together with the underspend of £267,000 from 2011/2012 to the participating Councils, to be allocated on the % basis as detailed in the Business Case 2010/2011. The total of £568,000 to be repaid in 2012/2013, as set out below, be approved;

<b>Council</b>	<b>% Share</b>	<b>Refund of savings</b>
		<b>£</b>
Bromsgrove	11.05%	62,801
Malvern Hills	9.58%	54,447
Redditch	11.31%	64,279
City of Worcester	11.11%	63,142
Wychavon	16.55%	94,059
Wyre Forest	10.82%	61,494
Worcestershire	29.58%	168,114
		<b>568,336</b>

- (e) that the Annual Return to include the Accounting Statements for the Joint Committee for the period 1st April 2011 to 31st March 2012, be approved; and
- (f) that the Internal Audit Manager’s assurance statement for the financial year 2011/2012, as set out in Appendix 3 to the report, be noted.

7/12

**WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT 2011 / 2012**

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st April 2011 to 31st March 2012.

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. He then thanked the Chairman and Committee Members for their support during a challenging and busy year.

The Head of WRS informed Members that the report covered the performance of the new service and a number of significant milestones which had been achieved. Strong management of performance was vital to the success of the service to ensure that customers were satisfied and partners were reassured by the delivery of the service on their behalf. The WRS leadership team was committed to driving performance forward so that a high standard of service delivery would be maintained. The Head of WRS also thanked the Executive Director, Finance and Corporate Resources, Bromsgrove District Council and officers for their support and assistance with the financial management of the service.

**RESOLVED:**

- (a) that, subject to the following amendment, as agreed at Minute Number 6/12, Table 5 – Budget Outturn for 2011/2012 be amended to include a reserve of £35,000 to fund a leadership development programme, the report be noted; and
- (b) that a copy of the amended WRS Annual Report 2011/2012 be forwarded to the Chief Executive / Managing Director of each member authority.

The meeting closed at 5.15 p.m.

Chairman



**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**

24th July 2012

**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Councillor Phil Mould
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To provide, 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.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**

**subject to Members' comments, the report be noted.**

**3. UPDATES****A. ADVISORY PANELS**

	<b><u>Meeting :</u></b>	<b><u>Lead Members / Officers :</u></b> (Executive Members shown <u>underlined</u> )	<b><u>Position :</u></b> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel	Chair: <u>Cllr Debbie Taylor</u> / Vice-Chair: Cllr Andy Fry  Kevin Dicks / Ceridwen John	Last meeting – 7th February 2012.
2.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr John Fisher  John Staniland / Georgina Harris	Next Meeting – 20th August 2012.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**

24th July 2012

3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: Cllr Pat Witherspoon Liz Tompkin	Last meeting – 22nd March 2012.
4.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr Rebecca Blake John Staniland / Ruth Bamford	Next meetings – 24th and 31st July 2012

**B. OTHER MEETINGS**

5.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: Cllr Greg Chance Steve Skinner	Next meeting – Date to be established.
6.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: Cllr Phil Mould Steve Skinner / Trish Buckley	Next meeting – 16th July 2012.
7.	Grants Panel	Chair: <u>Cllr David Bush</u> / Vice-Chair: Cllr Greg Chance Angie Heighway	Last Meeting – 6th June 2012 Next meeting – to be set in September 2012
8.	Procurement Group	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: Cllr Greg Chance Jayne Pickering / Teresa Kristunas	In abeyance pending Transformation.
9.	Independent Remuneration Panel	Chair: <u>Mr R Key</u> / Sheena Jones / Ivor Westmore	Last meeting – 9th May 2012

**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE COMMITTEE**

24th July 2012

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**AUTHOR OF REPORT**

Name: Ivor Westmore  
E Mail: [ivor.westmore@bromsgroveandredditch.gov.uk](mailto:ivor.westmore@bromsgroveandredditch.gov.uk)  
Tel: (01527) 64252 (Extn. 3269)



REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

24th July 2012

**ACTION MONITORING**

<b>Portfolio Holder(s) / Responsible Officer</b>	<b>Action requested</b>	<b>Status</b>
<b>27th January 2010</b>		
<b>Cllr Hartnett / R Dunne</b>	<b>Single Equalities Scheme</b>  Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.	Officers to update at future meeting. The LSP action plan in respect of this issue is under consideration at present. The Single Equalities Scheme itself is no longer extant.
<b>21st May 2011</b>		
<b>Cllr Mould / T Kristunas</b>	<b>Review of Lease - 21 and 21a Salters Lane</b>  Officers to prepare a report on a policy regarding the granting of concessionary rents.	Policy to be submitted to meeting of the Committee on 3rd September 2012.
<b>13th September 2011</b>		
<b>Cllr Mould / T Kristunas</b>	<b>Review of Lease - Unit 1, Matchborough Centre</b>  Alongside consideration of the terms of the lease Members requested that a policy be developed to determine appropriate rents for voluntary sector organisations.	Policy to be submitted to meeting of the Committee on 3rd September 2012.

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<b>20th February 2012</b>		
<b>Cllr Mould / S Skinner</b>	<b>Independent Remuneration Panel for Worcestershire District Councils - Annual Report and Recommendations for 2012-13</b>  Member Support Steering Group to consider the apportionment of Special Responsibility Allowances to determine whether they are set at the appropriate levels and targeted at the appropriate posts.	Meeting of the MSSG on Monday, 16th July.
<b>21st February 2012</b>		
<b>Cllr Shurmer / Cllr Mould / L Tompkin / T Kristunas</b>	<b>Housing Revenue Account - Outcome of Review</b>  Officers bring forward a report outlining the proposals for how this Council might build council houses on some of the land owned by the Council and already declared surplus.	Pending submission of a report to the Executive Committee – discussions underway with new administration.
<b>24th April 2012</b>		
<b>Cllr Stephens / J Godwin / A Heighway / J Willis</b>	<b>Youth Services Provision Task Group</b>  Officers were requested to explore the option of Dial a Ride vehicles being used to transport young people to local events and festivities and submit a report to a future meeting of the Overview and Scrutiny Committee.	This report will be presented to Overview & Scrutiny Committee on 11th September 2012.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**

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<b>26th June 2012</b>		
<b>Cllr Mould / J Pickering / T Kristunas</b>	<b>Financial Reserves Statement 2011/12</b>  Officers undertook to check that the money from donations to Forge Mill Museum was earmarked for specific purposes at the Museum and that there was no intention to return the funds to balances.	
<b><u>Note:</u></b>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 27/01/10 to 26/06/12





By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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