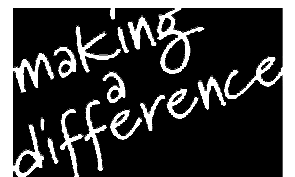


Executive Committee

Tuesday 18th September
2012
7.00 pm

Committee Room 2
Town Hall
Redditch



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Access to Information - Your Rights

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

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

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

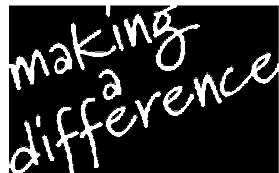
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Do Not stop to collect personal belongings.

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The emergency Assembly Area is on Walter Stranz Square.



Executive

18th September 2012

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

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

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
3. Leader's Announcements	<ol style="list-style-type: none">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; andany other relevant announcements. <p>(Oral report)</p>
4. Minutes (Pages 1 - 16) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 21st August 2012. (Minutes attached)
5. Council Tax Support Scheme (Pages 17 - 22) Exec Director (Finance and Corporate Resources)	To consider a report on a Council Tax Support Scheme. (Report attached) (No Direct Ward Relevance);
6. Sickness Absence Performance and Health for Period ending 30th June 2012 (Pages 23 - 28) Head of Finance and Resources	To consider a report which provides and update on sickness monitoring. (Report attached) (No Direct Ward Relevance);

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<p>7. Fly-Posting Enforcement Strategy</p> <p>(Pages 29 - 44)</p> <p>Head of Environmental Services</p>	<p>To seek approval of a Fly-Posting Enforcement Strategy.</p> <p>(Report attached)</p> <p>(All Wards);</p>
<p>8. Roundabout Sponsorship Policy</p> <p>(Pages 45 - 78)</p> <p>Head of Leisure and Cultural Services</p>	<p>To consider a policy for the sponsorship of roundabouts in Redditch.</p> <p>(Report attached)</p> <p>(All Wards);</p>
<p>9. Disposal of Property - Salop Road Community Centre and 132 Oakly Road</p> <p>(Pages 79 - 84)</p> <p>Head of Finance and Resources</p>	<p>To seek approval for the disposal of Salop Road Community Centre and 132 Oakly Road</p> <p>(Report attached)</p> <p>(Central Ward);</p>
<p>10. Voluntary and Community Sector Grants Programme 2013/14</p> <p>(Pages 85 - 110)</p> <p>Head of Community Services</p>	<p>To consider for approval changes to the Voluntary & Community Sector Grants Policy and the funding split and themes for the Grants Programme 2013/14.</p> <p>(Report attached)</p> <p>(All Wards);</p>
<p>11. Overview and Scrutiny Committee</p> <p>(Pages 111 - 120)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 14th August 2012</p> <p>There are no outstanding recommendations to consider.</p> <p>(Draft minutes attached)</p>
<p>12. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</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>

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<p>13. Advisory Panels - update report (Pages 121 - 124) 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>14. Action Monitoring (Pages 125 - 128) Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p>15. Exclusion of the Public</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>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (<i>to be specified</i>) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">● Para 1 – <u>any individual</u>;● Para 2 – the <u>identity of any individual</u>;● Para 3 – <u>financial or business affairs</u>;● Para 4 – <u>labour relations matters</u>;● Para 5 – <u>legal professional privilege</u>;● Para 6 – <u>a notice, order or direction</u>;● Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.</p>

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<p>16. Unit 7 - Woodrow Centre - Concessionary Rent</p> <p>(Pages 129 - 132)</p> <p>Head of Finance and Resources</p>	<p>Further to the deferral of a decision on this matter at the previous meeting of the Committee, to consider a report on the future use of 7 Woodrow Centre.</p> <p>(Report submitted on 21st August 2012 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">• the financial or business affairs of any particular person (including the authority holding that information; and <p>in view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p> <p>(Greenlands Ward);</p>
<p>17. Confidential Minutes / Referrals (if any)</p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>



Executive Committee

Tuesday, 21 August 2012

MINUTES

Present:

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

Also Present:

Councillors Andrew Fry and Alan Mason

Officers:

C Flanagan, S Hanley, S Jones, T Kristunas, J Pickering, J Staniland, A de Warr and M Wright

Democratic Services Officer:

J Bayley

44. APOLOGIES

Apologies were received on behalf of Councillors Mould and Stephens.

45. DECLARATIONS OF INTEREST

During consideration of Item 17, Unit 7, Woodrow Centre – Concessionary Rent, Councillor Rebecca Blake declared an other disclosable interest, as detailed in minute 60 below, and left the room.

46. 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 a later meeting of the Committee:

- Budget Preparation Guidelines; and
- Quarterly Sickness Monitoring – Quarter 1 – April to June 2012.

.....
Chair

He also advised that he had received the following items as Urgent Business:

- Access for Disabled People Task Group;

(Not meeting the publication deadline)

- Item 6 – Community Right to Challenge;
- Item 17 – Unit 7, Woodrow Centre – Concessionary Rent; and
- Item 18 – Shared Services Board – Post Room – Transformation and Service Redesign Review.

47. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 24th July 2012 be confirmed as a correct record and signed by the Chair.

48. ACCESS FOR DISABLED PEOPLE TASK GROUP

Councillors Andrew Fry and Alan Mason, joint Chairs of the Access for Disabled People Task Group, presented the final report prepared on behalf of the Group to the Executive Committee.

The Committee was advised that the review had been launched by the Overview and Scrutiny Committee because Members believed it was important to ensure that people with all types of disabilities could access Redditch town centre. The review had focused specifically on access arrangements for people travelling by bus or taxi and had also considered provision of disabled parking spaces in the town centre.

The review had been completed in two stages. The majority of evidence had been gathered during the first stage of the review, which was completed in April 2012. The Overview and Scrutiny Committee had agreed that further work was required and this had formed the basis of the second stage of the review from May – August 2012.

Members were advised that Councillor Fry had replaced Councillor Mason as the Chair of the review in May 2012. This change had occurred because there was a constitutional requirement for the Chairs of Task Groups to also be members of the Overview and Scrutiny Committee. However, Members expressed concerns that changes to the chairing arrangements for a Task Group in the middle of a review had implications for the consistency of the exercise. For this reason Members commented that this

requirement should be considered in further detail by the Constitutional Review Working Party.

The map displaying the location of disabled parking spaces in the town centre, which had been produced at the request of the Task Group, was discussed by the Committee. Members suggested that the map would need to be produced in a simplified format in order to be a useful tool for residents and visitors. Furthermore, The Committee agreed that a small number of paper copies of the map should be made available to the public on demand.

The Committee noted that one of the group's proposals was for a disability awareness training session to be delivered to Members. The subject was considered to be particularly useful for new Members and it was suggested that this session could be incorporated into the Member induction process.

Arrangements in place to enable Members to report dropped kerbs were also considered. The Committee acknowledged that many experienced Members would be familiar with the process. However, newly elected Members would appreciate further information about the process for requesting dropped kerbs to Worcestershire County Council.

RESOLVED that

- 1) a user friendly version of the map (detailed in Appendix E of the main report) demonstrating the location of disabled parking spaces and Shopmobility in Redditch town centre should be produced and promoted on the Council's website, on the Redditch Matters e-magazine and on the Palace Theatre's website and should be promoted to local businesses to use;**
 - a) the contents of this map should be reviewed every twelve months to ensure that the information remains accurate;**
- 2) Redditch Borough Council should work with the Redditch Town Centre Partnership, Worcestershire County Council's Highways Department and the Kingfisher Shopping Centre to introduce collection and delivery points in the town centre that could be used by vehicles transporting people with disabilities;**
- 3) a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council;**

- 4) **ward Members should be made aware that they can use their knowledge of the local community to assess the condition of the pavements and dropped kerbs located in their wards and report their findings for the consideration of Worcestershire County Council's Highways Department and Redditch Borough Council's Environmental Services;**
- 5) **the Council's Planning Department should consider arranging for funding from Section 106 agreements to be allocated to the installation of tactile signage in the town centre for the use of people with sensory impairments;**
- 6) **Officers undertake further work into the following areas that should be reported for the consideration of the Overview and Scrutiny Committee and subsequently by the Executive Committee at a later date:**
 - a) **a review of the potential to install a canopy over the ramp access to Shopmobility; and**
 - b) **a joint review in partnership with Apollo 2000 of the potential for the Council to undertake landscaping work in the company's car park in return for using the car park as a collection and delivery point for Dial a Ride vehicles;**
 - c) **a joint review with the Kingfisher Shopping Centre, concerning the potential activation of the RNIB React system in the centre;**
 - d) **a review of the implications of introducing disabled parking spaces and a Dial a Ride collection and delivery point in the former covered market area, as detailed in Appendix E;**
- 7) **to note the Overview and Scrutiny Committee's decision in relation to the group's following eleventh recommendation, which was determined on 14th August 2012:**

the Overview and Scrutiny Committee should receive the following update reports in six months time:

- a) **an update concerning the support provided by Officers to the Redditch Disabled Access Group in relation to disability issues;**
- b) **a report monitoring the implementation of the group's recommendations;**

RECOMMENDED to the Licensing Committee that

- 8) **taxi companies should be offered licences to operate adapted vehicles for a longer period of time than standard vehicles to incentivise taxi firms to increase the number of adapted vehicles in their fleets. The vehicles should be permitted to operate for these lengthier periods of time subject to passing the three inspection tests and the MOT that the Council's licensing regime requires for each vehicle;**
- 9) **taxi drivers should be offered disability awareness training, which would include information about manually assisting people with disabilities, by Redditch Borough Council;**

RECOMMEND that

- 10) **Worcestershire County Council's Transport Department should work with local bus operators to apply for any future Better Buses Area Funding from the Department for Transport to finance the installation of audio-visual equipment on buses operating in Redditch Borough; and**
- 11) **Redditch Town Centre Partnership work with the Kingfisher Shopping Centre to introduce additional seating in the Kingfisher Shopping Centre, involving an investigation of the ergonomics of the seating provided.**

49. COMMUNITY RIGHT TO CHALLENGE

The Committee received a report which detailed local arrangements for the new Community Right to Challenge, which had been introduced in the Localism Act 2011.

The Community Right to Challenge enables relevant bodies (defined by the Act) to submit expressions of interest to deliver services on behalf of the Council, and applies to all public services except services that were protected by secondary legislation. In this context, all of the services delivered by Redditch Borough Council were open to challenge.

The provisions relating to the Community Right to Challenge had come into force on 27th June 2012. All of the Councils in Worcestershire were attempting to adopt a consistent approach to managing expressions of interest by complying with the statutory guidance and Regulations.

It was proposed that the local arrangements for managing expressions of interests would be:

- The Council would accept expressions of interest at any time;
- Expressions of interest should be sent to the Council's Monitoring Officer (or Section 151 Officer);
- That information required to be included in an expression of interest would be as set out in Paragraph 4.2 of the Statutory Guidance. Following receipt of an expression of interest the Council may ask that the relevant body demonstrated that it met the definition of a relevant body;
- The Council would notify the relevant body of its decision within 12 weeks of receiving the expression of interest;
- The period between an expression of interest being accepted (and notified to the relevant body in writing) and any procurement exercise starting would be no less than 3 months and no longer than 6 months.

Given the Community Right to Challenge had been expected to be in force from 27th June, these arrangements had been published on the Council's website explaining that they were subject to endorsement by the Committee at this meeting.

RESOLVED that

the local arrangements for managing the Community Right to Challenge, as set out in the report, be approved.

50. QUARTERLY BUDGET MONITORING - QUARTER 1 - APRIL TO JUNE 2012

The Committee received a monitoring report detailing the Council's financial position at the end of the first quarter of 2012/13.

Officers reported that the Council was on course to achieve the savings included within the budget agreed in February 2012. The majority of savings had been achieved due to staff vacancies and savings in contracts.

A table containing a summary of Capital Budget expenditure for the Council in the first quarter had been provided for Members' consideration. The figures provided in this table appeared to suggest that there had been limited expenditure during the first quarter of the year. However, Officers reported that whilst many of the capital works that had been planned for the first quarter of the year had been delivered the Council had not yet received requests for payment for all of these works.

The appropriate content of the quarterly financial monitoring reports was discussed by the Committee. Members suggested that additional comments needed to be provided in future editions of the report to enable Members to assess the figures provided in context.

RESOLVED that

the current financial position on Revenue and Capital be noted, as detailed in the report.

51. QUARTERLY CUSTOMER SERVICE MONITORING - QUARTER 1 - APRIL TO JUNE 2012

A report was received which set out the key information in respect of customer service for the first quarter of 2012/13.

Officers reported that 81 compliments had been received during the first quarter of the year. This represented a significant increase in the number of compliments that had been reported when compared to the same time the previous year.

The Council had also received 56 complaints during the period, including one complaint referred to the Council by the Local Government Ombudsman. 17 complaints had taken longer than 15 working days to resolve. The majority of complaints that had required an extended period of time to resolve had been complex cases.

In the first quarter of the year 71 per cent of complaints had been upheld or partially upheld. The remaining complaints had not been upheld, though Officers recognised that the issues had been an area of concern to the individuals who had proposed the complaints.

The Customer Service team was in the process of delivering training that was designed to improve customer service skills for staff working in different teams. Bespoke training had been developed for particular teams to enable staff to address any issues that might lead to a complaint within their service area. Staff briefings had also been held to provide employees across the organisation with an opportunity to learn about appropriate forms of behaviour when working with customers.

The Committee was advised that in the long-term details about customer feedback data would be incorporated into the Council's new Performance Management Reports.

RESOLVED that

the update for the period 1st April 2012 – 30th June 2012 be noted.

52. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 17th July 2012.

Members noted that there were no outstanding recommendations to consider.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 17th July 2012 be received and noted.

53. SHARED SERVICE BOARD

The Committee considered the minutes of the meeting of the Shared Services Board held on 12th July 2012.

RECOMMENDED that

the business case for a shared Revenues Service be approved for implementation.

54. WORCESTERSHIRE SHARED SERVICE JOINT COMMITTEE - MINUTES

The Committee received the minutes of the Worcestershire Shared Services Joint Committee held on Wednesday 11th July 2012.

RESOLVED that

the minutes be noted.

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

There were no minutes to consider under this item.

56. 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.

57. ACTION MONITORING

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

58. EXCLUSION OF THE PUBLIC

RESOLVED 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 1, 2, 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Item 16 – Quarterly Monitoring – Write off of Debts – Quarter 1 – April to June 2012

Item 17 – Unit 7, Woodrow Centre – Concessionary Rent

Item 18 – Shared Services Board – Post Room – Transformation and Service Redesign Review

59. QUARTERLY MONITORING - WRITE OFF OF DEBTS - QUARTER 1 - APRIL TO JUNE 2012

Members considered a report which detailed the action taken by Officers with respect to the write-off of debts during the first quarter of 2012/13 and the profile and level of the outstanding debt. The Committee was advised that the Council's current level of bad debt provisions were adequate in relation to the level of write offs as well as the level of outstanding debt.

Figures had been provided for the level of Council Tax Rent Arrears that had accrued since 1996/97. Concerns were expressed that these arrears appeared to be increasing at a level of 2.5 per cent per year. However, Members were assured that money continued to be collected and the debts were decreasing over time.

A summary had also been provided of the total business rate arrears due to the Council by June 2012. This table contained a comparison of the arrears due between 2000/01 and 2012/13, which clearly demonstrated that there was no standard pattern in the total due to the Council. Officers explained that the figures for business rent arrears varied significantly because business rates varied according to the size of the property.

RESOLVED that

- 1) **the debts detailed in the confidential appendices be written off; and**
- 2) **the contents of the report be noted.**

[During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to any individual, information would be revealed which was likely to reveal the identity of any individual and information would be revealed relating to the financial or business affairs of a particular person (including the authority holding that information).]

60. UNIT 7, WOODROW CENTRE - CONCESSIONARY RENT

Members received a report concerning concessionary rent arrangements for Unit 7, in the Woodrow Centre. It was agreed to defer consideration of this item to the next meeting of the Committee so that further detailed information could be obtained.

During consideration of the item Councillor Rebecca Blake declared an other disclosable interest, as detailed in the confidential minute below, and left the room and did not take part in the decision.

[During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating the financial or business affairs of a particular person (including the authority holding that information).]

61. SHARED SERVICES BOARD - POST ROOM - TRANSFORMATION AND SERVICE REDESIGN REVIEW

The Committee received a report which detailed the outcomes of the Post Room Transformation Service Redesign Review.

Members noted that usually reports relating to shared services and transformation would be referred to the Executive committee following consideration by the Shared Services Board. However, this report had been accepted to ensure that the matter could be addressed in appropriate timescales.

The proposed revised structure of the service would deliver combined savings of £31,000. The level of savings for Redditch Borough Council would be £18,000.

RECOMMENDED that

the Post Room Transformation Service Redesign Review, attached at Appendix 1 to the report, be approved, subject to the consideration and recommendation of the Shared Service Board.

[During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating the financial or business affairs of a particular person (including the authority holding that information) and information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connections with any labour relations matters arising between the authority and employees of the authority.]

The Meeting commenced at 7.04 pm
and closed at 9.03 pm

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

Document is Restricted

**EXECUTIVE
COMMITTEE**

18th September 2012

COUNCIL TAX SUPPORT SCHEME

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

1. SUMMARY OF PROPOSALS

- 1.1 The report advises members of the proposals for the Localisation of Council Tax Support and the need to undertake consultation prior to implementation from 1st April 2013.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that

- 1) consultation on a local council tax support scheme and technical reforms to council tax commence with key stakeholders for a minimum 8 week period on the basis set out in the report; and**
- 2) the submission of a further report on council tax support and technical reforms to council tax for Executive consideration following the consultation be noted and that recommendations on this will be made to full Council.**

3. KEY ISSUES

- 3.1. From 2013/14 the Council will only be reimbursed 90% of the cost of granting Council Tax Benefit (CTB). For Redditch this equates to around £650k, based on total CTB expenditure of £6.5 million. If the Council took no action the amount of the shortfall that would fall on Redditch Borough Council would be around £90k which would then have to be met through other savings. The changes to funding mean that billing authorities are required to adopt a new scheme for Council Tax Support by 31st January 2013 to come into operation for 2013/14.
- 3.2. Council tax support will be made available as a discount rather than a benefit and therefore reduce the Council Tax Base. The grant, funding 90% of a forecast level of demand, will be paid to billing and major precepting bodies (County, Police and Fire) to offset reductions in the Council Tax Base. The impact on the respective precepting authorities is shown below.

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Authority	£'000	%
Redditch Borough Council	90	13.9
Worcestershire County Council	451	69.3
West Mercia Police Authority	77	11.9
H & W Fire and Rescue Authority	32	4.9
Total	650	100.0

- 3.3. The total funding gap across the County is estimated at £3.8m. As Borough and District Councils are the billing Authorities, any scheme implemented by the Borough will generate a level of Council Tax income payable to the other agencies. Given other financial pressures facing councils and other preceptors, there is a need to support the need to minimise the additional funding burden presented by these changes.
- 3.4. As can be seen from the above table the impact of a reduction in Council Tax benefit of 10% is significant and would have a serious financial impact on those currently receiving this benefit. With Government legislation protecting pensioners and the vulnerable members of our community the level of reduction in benefit would impact wholly on those who are of working age and already on low levels of income.
- 3.5. To reduce the impact to the individuals the proposal is to reduce the impact of the reduction in grant through using the Councils discretion in granting Council Tax Exemptions which are currently available and therefore generating increases in Council Tax to offset the cut. The proposals being put forward across the County (with the exception of Wyre Forest District Council) aim to reduce the gap by 50% with a potential review to increase the savings in 2014/15 to reduce the gap further. The County and the other major precepting authorities are aware and have accepted the fact that only 50% of the deficit will be met through these proposals.
- 3.6. To enable the changes in Council Tax Exemptions, the Borough can consider implementing the recent changes to Council Tax Regulations that have been made by the Government. These changes do not form part of the Council Tax Discount Scheme but it is proposed that any additional income generated through these exemptions may be used to offset the reduction in grant. The exemptions where the Council now has some flexibility are:
- **Class A and Class C Exemptions** (temporary, for vacant dwellings) being replaced with discounts of up to 100%, for billing authorities to determine;
 - **Class L Exemptions** will be abolished and mortgagees in possession of empty dwellings will become liable for council tax on them;

**EXECUTIVE
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- Billing authorities will have the power to levy up to full council tax on **second homes** (currently the discount is 10 – 50%);
 - Billing authorities will be allowed to levy an **empty homes premium** over and above full council tax liability in respect of dwellings which have been left empty for, say, two years or more.
- 3.7. Officers from across Worcestershire authorities have been working together to help to mitigate the impact of the changes on residents and agree a framework for a Worcestershire wide scheme by 31 January 2013. Whilst the financial target of half of the financial gap was set as an aspiration, the way in which each District Council may choose to alter their local scheme may be different.
- 3.8. In addition to changes proposed to Council Tax exemptions to mitigate the reduction in grant officers have also been looking at simple changes to the benefits system. This has included capping the benefit at Band D and limiting council tax support for all working age claimants to 90%. Claimants who are of pension age or deemed as vulnerable are to be protected from any changes to the benefits system.
- 3.9. It is proposed that consultation should be undertaken on the proposed changes set out in Appendix 1. The table details the proposed changes together with the potential impact on residents and the additional council tax that could be generated.
- 3.8 It is not proposed to amend the current Class A (12 month) council tax exemptions for uninhabitable properties e.g. following flooding and RSLs that are registered charities will continue to benefit from Class B exemptions from council tax in respect of their empty properties. There would be an impact on the Boroughs' Housing Revenue Account as the Council is not a registered charity

Charges to HRA in respect of the proposals:

50% discount	£27k
60% discount	£21k
Zero discount	£54k
Long Term empty charge 100%	£13k

- 3.9 Similar proposals / consultation processes are being pursued for other Worcestershire billing authorities with the exception of Wyre Forest District Council who are proposing wider changes to council tax benefits / support in 2013/14.
- 3.10 The Council's consultation paper will be available on the website and our taxpayers will be invited to respond in addition officers are considering other ways of reaching our residents to ensure that as many residents as possible can respond to the consultation. We will draw attention to this

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via media releases etc. In addition, we will also consult directly with all preceptors (including parish councils), Registered Social Landlords operating in our area, CAB and other relevant voluntary sector organisations.

- 3.11 The full Council is required to adopt the new council tax support scheme. A further report will therefore be prepared following the consultation exercise for consideration by the Executive Committee, who will then make recommendations to full Council. Any update on business rates pooling can be included as part of that same report.

Financial Implications

- 3.12 The Council needs to put arrangements in place to meet the funding gap of around £650k imposed through the decision of central government to only reimburse councils for 90% of the expenditure on Council Tax Benefits from April 2013. The impact for Redditch of this gap is currently £90k with the remainder falling on the precepting bodies.
- 3.13. Bad debt provision has not been increased. There is a potential increase in bad debts due to the recovery of the debts but this would be shared across all preceptors and a 5% increase to reflect the gap of £650k is £32k across all agencies.
- 3.14. The Government has granted financial support of £84k to implement a revised scheme which will be utilised to fund software changes and staff training.

Legal Implications

- 3.14 The Council is required to consult the major precepting authorities and other persons as are likely to have an interest in the discount scheme.

Service / Operational Implications

- 3.15. There will need to be changes made to the software to implement these changes. There is also a concern on the impact on the recovery team due to the requirement to recover the debt from individuals who have not previously paid Council Tax/increase in liability. This is currently being addressed through transformation to ensure the system is as streamlined and customer focused as possible.

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Customer / Equalities and Diversity Implications

- 3.17. Some property owners and benefit claimants will face increased bills. An assessment will be made to ensure the Borough is supporting these residents.

4. RISK MANAGEMENT

There are a number of risks concerning the changes to be implemented in a relatively short timescale. There is a concern as to recovery of debt from residents following the increase in liability for Council Tax. The Council Tax team will monitor this regularly to ensure residents are supported in making payment.

5. APPENDICES

Appendix 1 – Options for Redditch Borough Council

6. BACKGROUND PAPERS

Various consultation documents issued by the DCLG available from the DCLG website.

AUTHORS OF REPORT

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REDDITCH BOROUGH COUNCIL

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OPTIONS FOR REDDITCH BOROUGH COUNCIL

Change	Implications	Impact on residents (data available)	Additional Council Tax	Contribution to RBC gap
Limiting support to Band D Council Tax levels	For working age claimants only – need to consider vulnerable	63 properties effected	£8,000	£1,112
<i>Short Term Empty (up to 6 months) – reduce from current 100% to 60% discount</i>	<i>Apply to all taxpayers who have empty properties.</i>	<i>Currently 333 properties attract short term empty discount</i>	<i>£179,000</i>	<i>£24,881</i>
<i>Short Term Empty (up to 6 months) – reduce from current 100% to 50% discount</i>	<i>Apply to all taxpayers who have empty properties.</i>	<i>Currently 333 properties attract short term empty discount</i>	<i>£224,000</i>	<i>£31,136</i>
<i>Short Term Empty (up to 6 months) – reduce from current 100% to zero discount</i>	<i>Apply to all taxpayers who have empty properties.</i>	<i>Currently 333 properties attract short term empty discount</i>	<i>£447,000</i>	<i>£62,133</i>
Reduce Discount on Second Homes from 50% to zero	Apply to all taxpayers who have second homes	Currently 261 properties attract second homes & long term empty premium	£33,000	£4,600
Reduce Discount on Long Term Empties from 50% to zero	Apply to all taxpayers who have properties that have been empty over 6 months	Currently 261 properties attract second homes & long term empty premium	£185,000	£25,715

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**SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD
 ENDING 30TH JUNE 2012**

Relevant Portfolio Holder	Councillor Phil Mould – Portfolio Holder for Corporate Management
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Non-Key Decision	

1 SUMMARY OF PROPOSALS

To report to Executive Committee on Redditch Borough Council’s performance for the first quarter (April – June 2012) in relation to sickness absence.

2 RECOMMENDATIONS

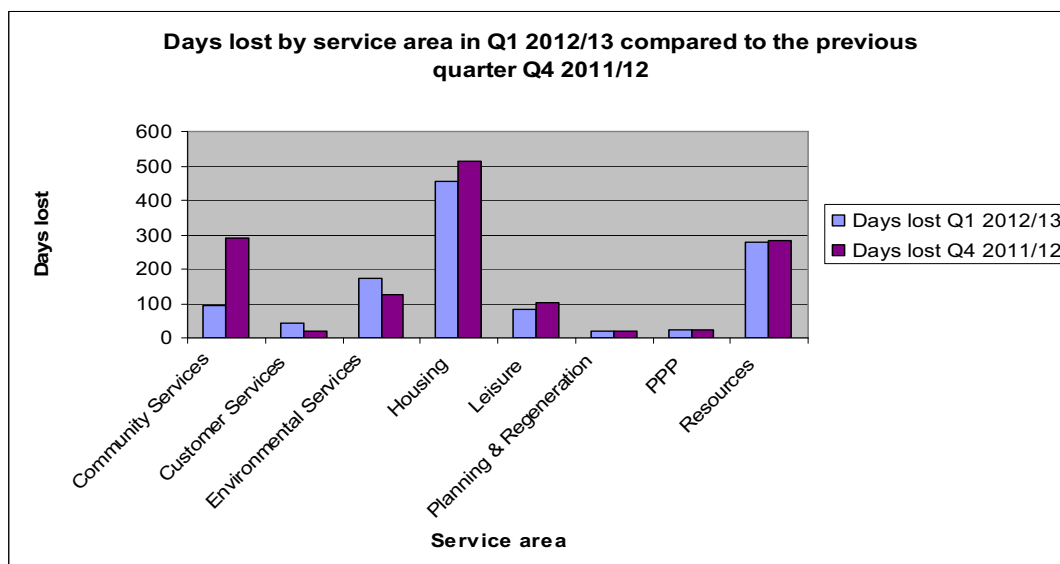
The Executive Committee is requested to **RESOLVE** that the data relating to the first quarter (April – June 2012) be noted.

3 KEY ISSUES

Analysis of the monthly statistics for the quarter

Statistics for the quarter April – June 2012 compared to the previous quarter

3.1 The graph below shows sickness absence for Redditch Borough Council employees in the quarter April – June 2012, compared to the previous quarter (Jan - March 2012).

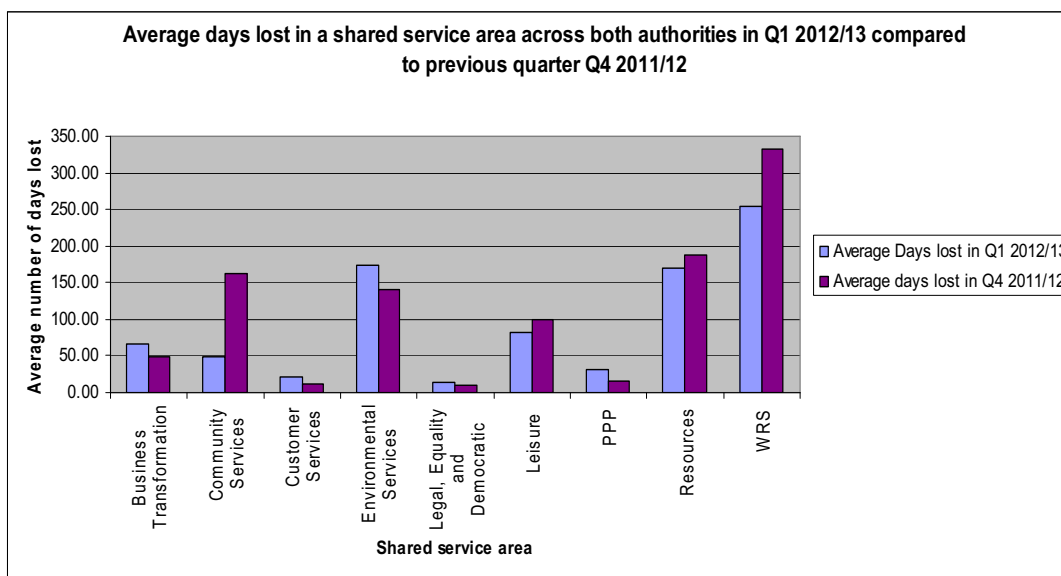


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- 3.2 The average days lost per person for this quarter is 2.14 days per person compared to 2.36 days in the previous quarter. This indicates a predicted outturn for the year of 8.6 days, compared to a public sector average of 9.6 days. Officers are working on establishing comparators within local government.
- 3.3 The main contributing factor for the overall reduction in absence is due to several employees returning from long-term sickness, particularly within Community Services. Overall figures for short-term absence have also reduced since the last quarter. Further information in relation to long-term and short-term absence levels are detailed later in the report.
- 3.4 As previously reported, information relating to absence by sickness type and incidences of absence by duration will be included in the Quarter 2 (July – Sept 2012) and Quarter 4 (Jan – March 2013) reports.
- 3.5 Shared Service Information

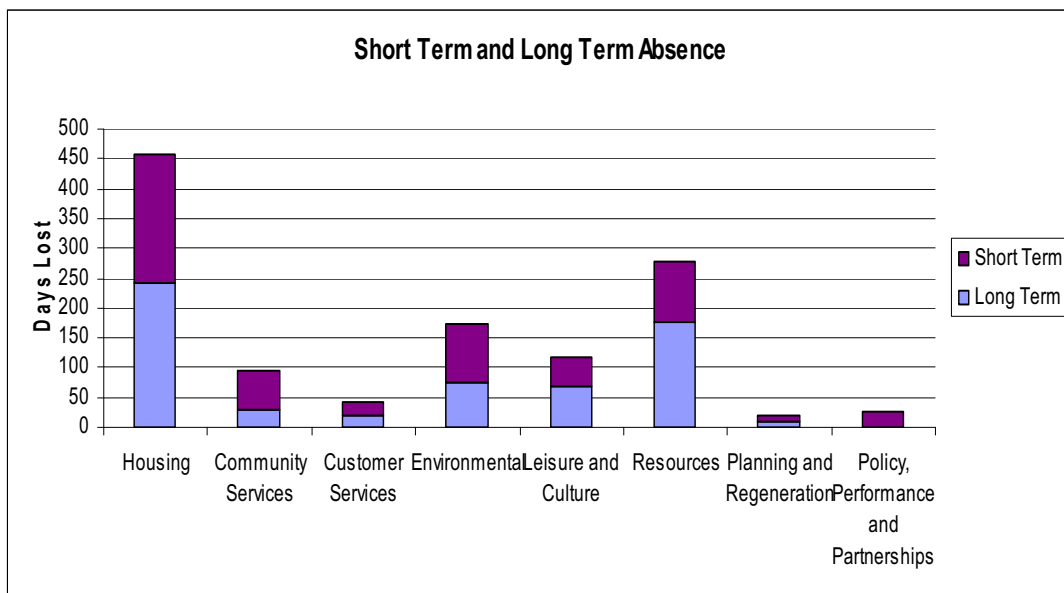
The graph below provides an overview of sickness absence levels within those services that are either fully or partially shared with Bromsgrove District Council for the quarter April – June 2012, compared to the previous quarter (Jan - March 2012).



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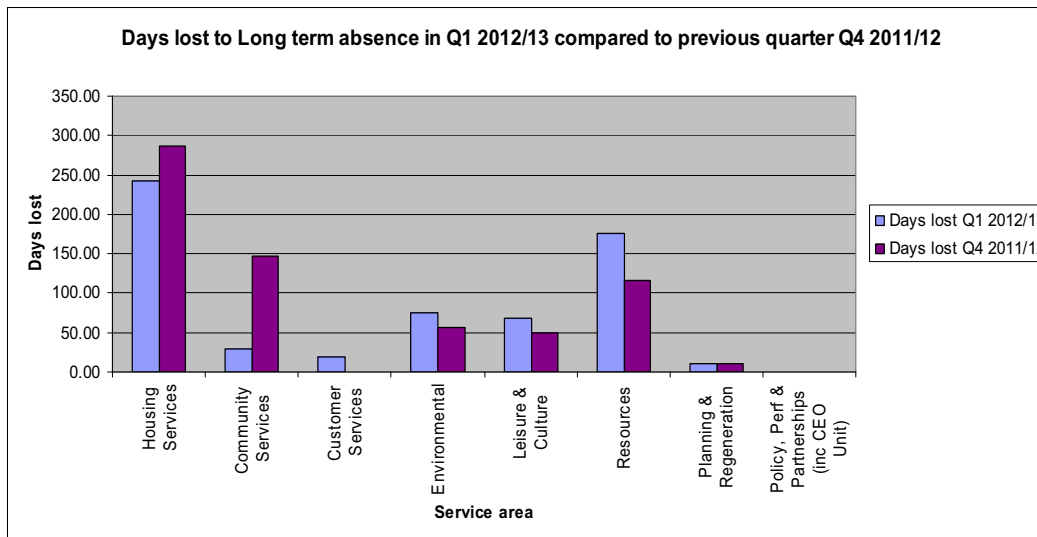
- 3.6 The data used to produce this graph includes all staff within services that are fully or partially shared between the Councils, whether hosted by Redditch or Bromsgrove. It should be considered independently of the information presented at 3.1.
- 3.7 This information should be viewed as indicative only at the present time, as it does not solely represent shared service employees but all employees within the services detailed, due to the way in which data is currently collated. The Human Resources team are investigating ways in which shared service staff only can be identified and reported on in future reports.
- 3.8 When comparing quarters, the information again shows an overall decrease of around 15% in absence levels for those service areas involved in shared services.
- 3.9 Long term and short term absence comparisons
- 3.10 The following graph shows a comparison between long-term and short-term absence for the quarter. There is not a significant difference between the amounts for each.



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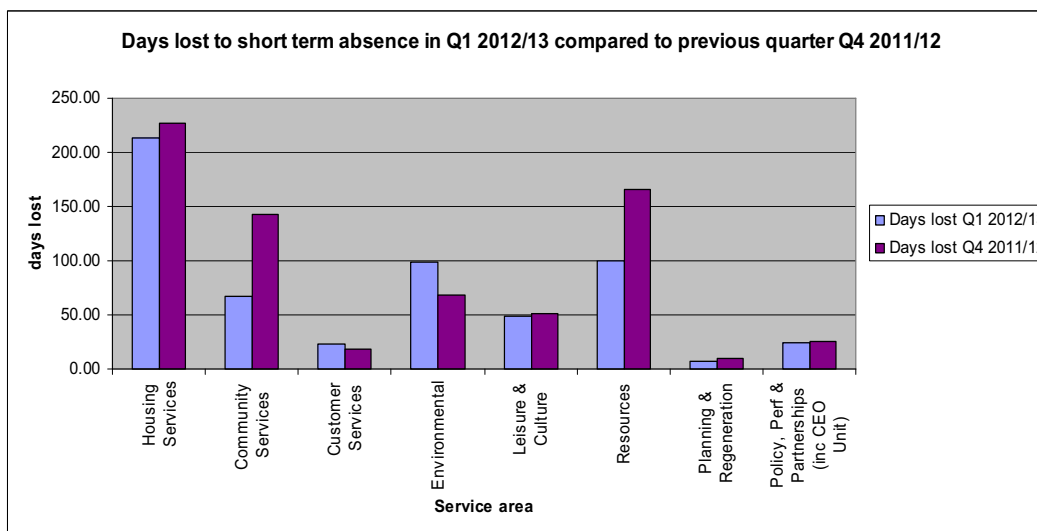
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3.11 Long-term absence for the quarter April – June 2012, compared to the previous quarter (Jan – March 2012)



3.12 Overall there has been a slight decrease in the number of days lost due to long term absences. Officers are working closely with managers to encourage effective and fair management and support on a case by case basis to reach an appropriate resolution, which will show in future statistics.

3.13 Short-term absence for the quarter April – June 2012, compared to the previous quarter (Jan – March 2012)



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- 3.14 Short-term absences have also decreased compared to last quarter. This is particularly evident in Community Services and Resources.
- 3.15 The Council's Sickness Absence Policy is being reviewed to ensure that it supports employees absent due to sickness and allows managers to manage cases in an effective and supportive way.
- 3.16 The Council has introduced an Employee Assistance Programme, effective from 1st July, which provides specialist advice and support and is intended to be an additional resource for individuals experiencing issues both at home or at work. Initial feedback from staff has been encouraging.
- 3.17 Consideration is also being given to the current arrangements for the Council's Occupational Health provision, with proposed revisions further supporting the objective of improving staff wellbeing and the effective support of sickness absence.

Financial Implications

- 3.18 The effective management of sickness absence is key in controlling the costs associated with sickness pay and service cover. There are no other financial implications identified.

Legal Implications

- 3.19 There are no legal implications identified.

Service/Operational Implications

- 3.20 The effective management of sickness absence is key to ensuring service delivery is maintained and associated operational issues are recognised and addressed. There are no other service/operational implications identified.

Customer / Equalities and Diversity Implications

- 3.21 The effective management of sickness absence is key to maintaining high levels of customer service and should always be carried out in a fair and consistent manner. There are no further customer, equalities and diversity implications identified.

4. RISK MANAGEMENT

There are none identified.

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5. **APPENDICES**

N/A

6. **BACKGROUND PAPERS**

None.

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FLY-POSTING ENFORCEMENT STRATEGY

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

1. SUMMARY OF PROPOSALS

This report provides the Committee with details of the proposed Strategy and policies for dealing with fly-posting (the term commonly used for illegal advertising).

2. RECOMMENDATIONS

The Executive is asked to RECOMMEND to the Council that the Joint Fly-posting strategy and associated policies attached at Appendix 1 to the report be approved.

3. KEY ISSUES

Financial Implications

- 3.1 There are no direct financial implications; dealing with fly-posting is carried out within existing resources by Community Safety Enforcement Officers.

Legal Implications

- 3.2 The local authority has powers to take action against those responsible for fly-posting, those who benefit from the advertising and the owner/occupier of the property where the fly-posting occurs. The legislation that applies is as follows:
- 3.3 **The Anti-social Behaviour Act 2003**
Empowers local authorities to issue a fly-posting removal notice on the owner of a relevant surface, and a fixed penalty notice where the offence can be identified.

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- 3.4 **The Clean Neighbourhoods and Environment Act 2005**
Sets the range of fines for a fixed penalty notice at £75 payable within 14 days, which can be reduced to £50 if paid within 7 days and makes it an offence to give a false name and address to an authorised officer proposing to issue such a notice, it also changes the defences available to companies benefiting from fly-posting.
- 3.5 **The Town and Country Planning Act 1990 (s.224)**
Makes it an offence for any person to display an advertisement in contravention of the regulations. Any person contravening the legislation is liable on summary conviction to a fine (currently) not exceeding £2,500.
- 3.6 **The Highways Act 1980 (s.132)**
Makes it an offence for any person to paint or in any way inscribe or affix any picture, letter or sign on the surface of a highway or on any tree or structure without the consent of the Highways Authority. Currently anyone found guilty of an offence is liable to a fine of up to £1,000 and, in the case of a second offence, up to £2,500.
- 3.7 The Principal Solicitors of both authorities have been consulted with regard to the legal implications

Service/Operational Implications

- 3.8 Fly-posting is generally regarded as any advertising material displayed on private and/or public property without the consent of the owner and that does not meet the requirements of the Town and Country (Control of Advertisement) Regulations 2007. It can be referred to as 'horizontal litter' and have a negative impact on the quality of the local environment.
- 3.9 Advertisements may be professionally produced or hand written on pieces of paper and may be found pasted on buildings, attached to lamp-posts, hoardings, railings, and street furniture, left under windscreens wipers on motor vehicles, and displayed on placards at roundabouts or along highway verges. 'A' boards can also constitute fly-posting if displayed without consent.
- 3.10 Fly-posting is an illegal activity which is not only unsightly, but also gives an impression of neglect and can attract other forms of vandalism and anti-social behaviour leading to the decline of an area. It creates litter which spoils the 'clean and green' environment the Council is seeking to maintain and it can obscure important traffic signs or create an obstruction to pedestrians and/or motorists.

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- 3.11 Fly-posting has been dealt with on an ad-hoc basis either by Environmental Enforcement Officers or Planning Officers, often giving advice and informal requests to remove which have generally proved to be effective. However, this strategy and policies provides a more robust, co-ordinated and consistent approach across services and partners for dealing with fly-posting in the future.
- 3.12 Advertising on private land without advertising consent is covered under the Town and County Planning Act and dealt with by Planning Services and this strategy clarifies the correct and most effective option for dealing with fly-posting on private land.
- 3.13 The proposed strategy and associated policies is included at Appendix 1. The strategy gives further details of how fly-posts are defined and how the Council will tackle fly-posting.

Customer / Equalities and Diversity Implications

- 3.14 Worcestershire County Council and North Worcestershire Environment Group have been consulted in the development of this strategy including colleagues from Planning Services, Community Safety and Legal Services.
- 3.15 An Equalities Impact Assessment will be carried out and taken into consideration in the development of the new strategy and policies.

4. RISK MANAGEMENT

Not having an effective approach to fly-posting can result in a poor quality local environment with an increase in the amount of 'horizontal litter' that fly-posts can be seen to be.

5. APPENDICES

Appendix 1 - Joint Fly-Posting Enforcement Strategy

6. BACKGROUND PAPERS

Joint Environmental Enforcement Strategy adopted by the Council in 2011

7. KEY

FPN – Fixed Penalty Notice

CNEA – Clean Neighbourhoods and Environment Act 2005

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Bromsgrove
District Council

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REDDITCH BOROUGH COUNCIL

www.redditchbc.gov.uk

Joint Fly Posting Enforcement Strategy

DRAFT version 1.2

DRAFT

Contents

1. Introduction
2. What is fly-posting?
3. The problems associated with fly-posting
4. How advertisements are controlled
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7. Reporting fly-posting
8. Recording reports of fly-posting
9. How we respond to reports of fly-posting
10. The steps we will take to prevent fly-posting
11. How we will enforce the law
12. How the Council will work across departments including Community Safety, Planning and Legal
13. How the Council will work with Parish/Town Councils, County Highways, Highway Agency, the Police and other external partners and agencies

1. Introduction

The Council has a statutory duty to keep the district clean. Fly-posting (the term commonly used for illegal advertising) makes an area look untidy and if not removed, it can give the impression that an area is unkempt and will attract other environmental crime and anti-social behaviour such as litter and criminal damage. Fly-posts also have the potential to distract motorists causing road traffic collisions. In addition, the businesses involved in this practice are gaining an unfair advantage over their law-abiding competitors by not paying for advertising space.

This Strategy clarifies the Council's approach to tackling fly-posting through its enforcement activities. It explains how the Council works with partners and other agencies to tackle illegal advertisements and promote advertising within the parameters of the law.

2. What is fly-posting?

Fly-posting is generally regarded as any advertising material displayed on private and/or public property without the consent of the owner and that does not meet the requirements of the Town and Country (Control of Advertisement) Regulations 2007.

The advertisements may be professionally produced or hand written on pieces of paper and may be found pasted on buildings, attached to lamp-posts, hoardings, railings, and street furniture, left under windscreens wipers on motor vehicles, and displayed on placards at roundabouts or along highway verges. In addition, 'A' boards situated on the public highway are also subject to the above Regulations and, if displayed without the necessary consents, constitute fly-posting and will be dealt with under this strategy.

3. The problems associated with fly-posting

- Fly-posting is an illegal activity which is not only unsightly, but also gives an impression of neglect and can attract other forms of vandalism and anti-social behaviour leading to the decline of an area.
- It creates litter which spoils the 'clean and green' environment the Council is seeking to maintain.
- It is a drain on local authority resources and an unwelcome expense for other landowners who are required to remove the advertisements from their property.
- It is a very cheap form of advertising which puts those who advertise legally at an unfair disadvantage.
- It can obscure important traffic signs or create an obstruction and distraction to pedestrians and/or motorists.
- It can cause injury if a placard or heavier-type sign dislodges from its fixings.

4. How advertisements are controlled

The Local Planning Authority is responsible for the day-to-day operation of the advertisement control system and for deciding whether a particular advertisement should receive advertising consent or not.

Some advertisements are excluded from control, whilst others benefit from deemed consent. The rules on advertising including details of those adverts that are exempt or have deemed consent are set out in the Town and Country Planning (Control of Advertisements) Regulations 2007.

ALL forms of advertisements (including those with deemed consent and those excluded from control) MUST comply with the following standard conditions:-

1. Be kept clean and tidy
2. Be kept in a safe condition
3. Have the permission of the owner of the site on which they are displayed including the Highways Authority if the sign is to be placed on highways land.
4. Not obscure or hinder the interpretation of official highway, rail, waterway or aircraft signs or otherwise make hazardous the use of these types of transport.
5. Be removed carefully where so required by the Planning Authority

5. What we mean by 'positive action'

This Strategy and policies promote lawful advertising. It is not a blanket ban on advertising but gives the Council the ability to deal with the variety of fly-posting problems that can occur.

Policy Statement 1

The Council will always take positive action to tackle fly posting that has an adverse affect on communities and environments, in line with relevant legislation and its own strategy.

In all cases where advertisements are allowed, the standard conditions outlined in Section 4 of this strategy and any other specific conditions required by legislation must be met.

6. The legal powers available to deal with fly-posting

The local authority has powers to take action against those responsible for fly-posting, those who benefit from the advertising and the owner/occupier of the property where the fly-posting occurs. The legislation that applies is as follows:-

- **The Anti-Social Behaviour Act 2003**
This Act empowers local authorities to issue a fly-posting removal notice on the owner of a relevant surface, and a fixed penalty notice where the offence can be identified.
- **The Clean Neighbourhoods and Environment Act 2005**
This Act sets the range of fines for a fixed penalty notice at £75 payable within 14 days, which can be reduced to £50 if paid within 7 days and makes it an offence to give a false name and address to an authorised officer proposing to issue such a notice, it also changes the defences available to companies benefiting from fly-posting.
- **The Town and Country Planning Act 1990 (s.224)**
It is an offence for any person to display an advertisement in contravention of the regulations. Any person contravening the legislation is liable on summary conviction to a fine (currently) not exceeding £2,500.
- **The Highways Act 1980 (s.132)**
It is an offence for any person to paint or in any way inscribe or affix any picture, letter or sign on the surface of a highway or on any tree or structure without the consent of the Highways Authority. Currently anyone found guilty of an offence is liable to a fine of up to £1,000 and, in the case of a second offence, up to £2,500.

7. Reporting fly-posting

Incidents of fly-posting can be reported in a variety of ways through the Council's Customer Access Points.

For Bromsgrove District Council reports can be made:-

Online at www.bromsgrove.gov.uk

By Telephone on 01527 881 288 or

In person at Bromsgrove District Customer Service Centre, School Drive, Bromsgrove, B60 1AY

For Redditch Borough Council reports can be made:-

Online at www.redditchbc.gov.uk

By Telephone on 01527 534 123 or

In person at Redditch Customer Service Centre, Town Hall, Walter Stranz Sq, Redditch, B98 8AH

Batchley One Stop Shop, Batchley Shopping Centre, 183 Batchley Road, Redditch, B97 6JB – Mon/Tues/Fri 09.00 – 12.30 and Weds/Thurs – 13.30 – 17.30

Winyates One Stop Shop, Unit 3 Winyates Centre, Redditch, B98 0NR
Mon/Tues 13.30 – 17.00 and Weds/Thurs/Fri – 09.00 – 12.30.

Woodrow One Stop Shop, Woodrow Shopping Centre, Studley Road, Redditch, B98 7RY – Mon/Tues 09.00 – 12.30 and Weds/Thurs/Fri – 13.30 – 17.00

8. Recording reports of fly-posting

Details of fly-posting reports are logged on the Council's database and referred to the appropriate officer(s) for action.

Records will be maintained of those issued with consent to display advertisements, as well as those issued with advice, warning letters, notices, fixed penalty notices and those who have had court proceedings commenced against them.

9. How we respond to reports of fly-posting

The Council responds to reports of fly-posting in different ways depending whether it is on the highway, on council owned land or private land.

All reports of fly posting will be initially investigated by the Community Safety Enforcement Team. The team will identify whether the advert has advertising consent, is in contravention to the Town and County Planning Act 1990 and/or the Highways Act 1980, and details of the advert owner, advertising beneficiary and the land owner will be ascertained.

Policy Statement 2

If the reported advert(s) is located on the highway or on land owned by the Council; and does not contain the details of the advert owner or beneficiary or this information cannot be obtained through reasonable enquiry, it will be removed instantly.

As part of their daily cleansing duties the Council's Street Cleansing Teams will remove any illegal advertisements from the public highway, where the details of the advert owner and/or beneficiary are not present or cannot be obtained through reasonable enquiry.

Any advert which is deemed hazardous to the public will also be removed instantly.

If the advert owner and/or beneficiary can be identified a 48 hour notice to remove the item(s) will be given. Should the advertising remain after the 48 hour deadline, enforcement action will be taken and the fly posting removed and retained by the Council for 14 days before it is destroyed.

Enforcement action will be taken immediately against all those who have already received a 48 hour notice for prior incidents or have had previous enforcement action taken against them.

On private land where the advert owner or advertising beneficiary cannot be identified, the Council will seek to take positive action against fly posting with the land owner, under the guidance of the Council's Planning Enforcement Team.

At the discretion of the Community Safety Enforcement Officers, incidents of fly posting involving large quantities or large structures erected for the purpose of advertising may also be referred to the Council's Planning Enforcement Team to take additional action.

10. The steps we will take to prevent fly-posting

Policy Statement 3

The Council will:-

- Provide advice and information on advertising regulations to support businesses and individuals to advertise legally
- Include a 'no fly-posting' clause in council facility hire contracts and within the conditions of Street Trading Consents
- Request applicants for Temporary Event Notices to give an undertaking not to fly-post
- Refer any entertainment venues that habitually flout fly-posting legislation to the licensing team as persons 'not suitable' to hold a premises licence.
- Carry out fly posting enforcement activity in line with legislation and the Council's Enforcement Policy.
- Publicise enforcement action taken to deter other potential offenders
- Work with neighbouring authorities to tackle persistent offenders
- Publish this policy

11. How we will enforce the law

Formal action may be taken in respect of any illegal advertising that is reported or identified through community safety patrols; enforcement will be delivered in line with the Council's Joint Environmental Enforcement Strategy.

The following is an extract from the Joint Environmental Enforcement Strategy which outlines the types and levels of enforcement available to officers:

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

<i>Stage 1</i>	<i>Advice given</i>
<i>Stage 2</i>	<i>Verbal warning</i>
<i>Stage 3</i>	<i>Written warning</i>
<i>Stage 4</i>	<i>Fixed penalty notice¹</i>
<i>Stage 5</i>	<i>Court proceedings</i>

¹ Fixed Penalty Notices for fly posting can only be issued by the authorised officers within the Community Safety Enforcement Team

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

The authorities will use the power whereby a discount on a FPN can be offered for early payment.

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

12. How the Council will work across departments including Community Safety, Street Cleansing Teams, Planning and Legal

An effective approach relies on good communication between those departments that have the powers to enforce legislation relating to fly-posting. Officers from Community Safety, Planning and Environmental Services will liaise and work with each other and, where necessary, Legal Services to tackle fly-posting problems in a consistent manner.

13. How the Council will work with Parish Councils, County Highways, the Police and other external partners and agencies

Policy Statement 4

Worcestershire County Council will be consulted with regards to any application to display outdoor advertisements within the district.

Worcestershire County Council will inform the Council of any consent they give to advertise on the highway.

Intelligence on persistent offenders and information on any enforcement action taken by the Council will be shared with the Hereford and Worcestershire Environmental Group.

Where necessary the Council will work together with the police, neighbouring authorities and other agencies to tackle persistent offenders.

The Council has the power to serve notice on utility companies and educational establishments to remove fly-posting from their property; however, this course of action will only be taken if informal approaches fail. This approach in dealing with defacement on property owned by utility companies and educational establishments is in line with DEFRA guidance.

Utility companies and educational establishments will be informed of any fly-posts seen on their property. If permission is given and the adverts are readily accessible they will be removed. Persistent fly posting problems on structures and land owned by utility companies and education establishments will be tackled through partnership working.

Parish Councils are encouraged to report fly-posting within their areas to the Council as are Neighbourhood Watch schemes and resident groups; the Council will feedback any positive outcomes that arise from these reports.

14. Non Commercial Advertising

Non commercial advertising is advertising for purposes that are not for profit or gain or to promote a commercial organisation. This normally consists of advertising which is sponsored by or for a charitable purpose or civic, religious or political organisation. Non commercial advertising may include but not exclusively local community events organised by youth groups, schools, churches, or voluntary organisations.

Policy Statement 5

The Council will not take enforcement action against unlawful non commercial advertising on the first occasion an organisation has been identified. The Council will provide advice to such organisations on how to advertise lawfully and gain the necessary consents. Once an organisation has been given advice there will be an expectation that advertising consent and consent from the land owner will be in place for all of its future advertising. Failure to advertise lawfully following receipt of advice and guidance will result in enforcement action being taken as would be applied to unlawful commercial advertising.

All non commercial advertising must adhere to the 5 standard advertising conditions, (see Section 4). Advertisers must have consent from the land owner including the Highways Department if placed on a road, path, verge or piece of highway furniture. Contact with the Highways Department at Worcestershire County Council should be made at least 4 weeks in advanced of advertising on a highway to allow advertising consent to be granted.

Further Information

The legislation that applies to advertising is complex and, if in any doubt, you are advised to seek advice from the Councils Planning Enforcement Team on what steps you need to take to ensure that you are acting within the law. Telephone enquiries can be made to the Council's Planning Enforcement Team. (See Customer Contact information at Section 7).

For further information on this policy, please contact Environmental Services. (See Customer Contact information at Section 7).

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

18th September 2012

SPONSORSHIP POLICY

Relevant Portfolio Holder	Luke Stephens, Portfolio Holder for Leisure and Tourism
Portfolio Holder Consulted	Yes
Relevant Head of Service	John Godwin, Head of Leisure and Cultural Services
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report sets out the background and purpose of the Sponsorship and Advertising Policy. The Document/Policy outlines how the Council will promote and engage with local business and commercial organisations to achieve sponsorship opportunities and in return promote their business in high profile locations within the Borough.

2. RECOMMENDATIONS

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

- 1) **the policy on Sponsorship and Advertising on roundabouts be approved and adopted; and**
- 2) **authority be delegated to the Head of Leisure and Cultural Services in consultation with the Portfolio Holder for Leisure and Tourism to agree the sponsorship fees with a maximum 20% plus/minus variance of approved charges.**

3. KEY ISSUES**Financial**

- 3.1 As set out in the 2012/2013 Medium Term Financial Plan there is a target of £20,000 income for Leisure and Cultural Services in relation to Roundabout Sponsorship.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
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- 3.2 In order to achieve this income, there will be set up and maintenance costs in relation to:
- Obtaining Planning Permission
 - Purchasing of signs
 - Installation and maintenance of signs
 - Business Rates
- 3.3 The target income of £20,000 is the net figure after the associated costs of the scheme are deducted.

Legal Implications

- 3.4 Worcestershire County Council is the Highways Authority and the roundabouts to be included in the sponsorship scheme are located on highway land. The power to maintain roundabouts is contained in Section 64 of the Highways Act 1980.
- 3.5 Redditch Borough Council currently maintains highway verges and roundabouts on behalf of Worcestershire County Council and an agreement has already been reached with the County Council for Redditch Borough Council to implement a sponsorship scheme, subject to strict requirements governing the size and location of signs. (see appendix 1 to the Policy, which is attached at Appendix 1)
- 3.6 Planning Permission under the Town and Country Planning (Control of Advertisement) (England) Regulations 2007 will also be required.
- 3.7 The terms and conditions of the sponsorship arrangement, as determined by the Council will be set out in a standard form agreement which the sponsoring party will sign when entering into a sponsorship arrangement with the Council.
- 3.8 The Policy ensures that full control of the scheme will rest with the Council, including deciding whether a particular sponsor / sign meets the required criteria and will ensure that the overall scheme operates effectively and with the minimum exposure to risk to the authority.

REDDITCH BOROUGH COUNCIL

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4. CUSTOMER/EQUALITIES AND DIVERSITY IMPLICATIONS

- 4.1 Organisations or businesses will be informed of the Council's Strategic Purposes/Core Objectives as a means of achieving appropriate promotional work and signage to be used.
- 4.2 Should Officers feel that a potential sponsor or proposed advertisement is inappropriate they will liaise with the portfolio member for Leisure and Cultural Services to consider this and liaise with the relevant parties to resolve the matter in terms of whether the sponsorship is agreed to and if so what style of signage is permitted.

5. RISK

- 5.1 Sustainability will be a risk to the Roundabout Sponsorship Scheme and the achievement of a consistent income year on year however, reducing the numbers of roundabouts available for sponsorship and managing and monitoring take up each year can reduce this risk. The Leisure & Cultural Service team will also produce a webpage to support the scheme which will promote and inform local businesses and organisations on price and availability.
- 5.2 Possible negative comments from the public on signing arrangements – the planning process has been approved so this is a low risk. As the nature and size of the signage is governed by County Council's Standards this will ensure that an acceptable standard of signage is produced.
- 5.3 Low or no uptake on this sponsorship opportunity resulting in the income target not being achieved – we have already received interest from local companies wishing to sponsor key locations and based on the pricing policy produced, the number of available island and the levels of interest already expressed this is risk is felt to be minimal at this point.
- 5.4 Road Safety is the overriding factor and any proposal to erect advertising signs on roundabouts will follow the guidelines set down by the County Council's Standards to ensure that all advertising signs are modest, and in keeping with the location and will be designed and located to inform drivers without causing unnecessary driver distraction.

REDDITCH BOROUGH COUNCIL

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6 Summary

- 6.1 Over the past few years Redditch Borough Council has received many enquiries for this type of sponsorship.
- 6.2 Officers from Leisure and Cultural Services attended a meeting with members in autumn 2010 along with external businesses who wished to sell advertising space on roundabouts in Redditch on our behalf. Following the presentations and questions and answers session members decided they wished to keep this form of sponsorship in-house in order to keep control over the process and maximise income.
- 6.3 The Council has already achieved planning consent on a selection of higher profile roundabouts and dependant upon demand and their success other sites may be progressed accordingly.
- 6.4 These roundabouts will be priced according to size and profile and comparative to other authority schemes (see appendix 1 for suggested prices). If delegated the Head of Service for Leisure and Culture will agree the sponsorship fees with a 20% plus or minus variance of approved charges in consultation with the Portfolio Holder for Leisure and Cultural Services.

7. APPENDICES

- Appendix 1 – Draft Sponsorship Policy**
Appendix 2 – Overview and site location maps
Appendix 3 - Sign Specifications
Appendix 4 – Worcestershire CC Sponsorship Guidance Notes
Appendix 5 – Sponsorship Agreement

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL

Sponsorship and Advertising Policy

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SPONSORSHIP AND ADVERTISING POLICY

- 1.0 Introduction
- 2.0 Partnership
- 3.0 Statement of Policy
- 4.0 The Process
- 5.0 Advertising Signs
- 6.0 Duration of Sponsorship
- 7.0 Sponsorship Price
- 8.0 Damaged/Vandalised/Lost Signs

Appendix 2: Roundabout Sponsorship Locations and Maps

Appendix 3: Sample artwork for signage – 2 sign sizes available depending on size of roundabout.

Appendix 4 : Highways Advertising & Sign Installation Criteria

Appendix 5: Sample Roundabout Sponsorship Agreement
(to be produced by legal once draft policy has been approved)

SPONSORSHIP AND ADVERTISING

1.0 Introduction

Redditch is noted for its road system dominated by a system of dual carriageways built when it became a New Town. The system is designed to allow rapid flow of large volumes of traffic around the various districts and into the town centre, whilst keeping fast moving vehicles separated from residential streets.

Redditch was briefly famous for a tongue-in-cheek calendar featuring its "picturesque" roundabouts created by a local printing company. The calendar was called, unsurprisingly, 'Redditch Roundabouts,' and it proved so successful that it sparked a national series.

As a new town the opportunity exists to have external organisations and businesses sponsor key locations (roundabouts), in Redditch in return for being allowed to place specified advertising signs/logos for their business in high profile and public locations. There is also an opportunity for sponsorship to be gained for specific programmes, projects and events to help increase the quality, frequency and profile of Council Services.

A budget target of 20k p.a. has been set for the Leisure and Cultural Services, Business Development Team for Sponsorship income as from April 2012. Any funds received from sponsorship opportunities will be used to develop appropriate schemes and to improve and enhance services provided to local residents.

A selection of higher profile roundabouts have been processed through the planning advertisement process (see Appendix 1) and dependant upon demand and their success other sites will be processed accordingly.

For the purposes of this policy the service areas covered include:

- Roundabouts (as agreed with Worcestershire County Council Highways Dept. and RBC Planning)
- Community Events/Programmes/Activities
- Refuse/Recycling Vehicles

Additional areas listed below may be considered in future amendments to this policy.

- Landscaped embankments and wider landscaped verges at major junctions
- Other landscaped public open spaces as approved by the Council
- Bus Shelters (provided by RBC)

Whilst this document mainly focuses on highway related sponsorship schemes, the document will also be used as a basis for other types of sponsorship projects as highlighted above, including the installation of Public Art on key locations.

2.0 Statement of Policy

The Council will endeavour to enhance the appearance of its Borough by creating a Sponsorship Scheme whereby companies can sponsor Roundabouts, Events, Activities and any other appropriate schemes in Redditch. In return sponsors will receive genuine value for money for their sponsorship agreement with the erection of specified advertising signs, brand exposure, logos, website opportunities, press and PR related coverage.

3.0 Partnership Working

In order for the Sponsorship Policy to be successful Leisure and Cultural Services need to operate with key internal and external partners as follows:

Redditch Borough Council - Internal Partners

- **Planning Authority** Leisure and Cultural Services will apply for planning permission to put signs on each roundabout
- **Legal Services** – Sponsors will enter an agreement, which has been prepared by Legal Services, reflecting the terms and conditions described in this policy, including the duration and costs of the sponsorship
- **Environmental Services**
Maintenance of roundabouts will remain the responsibility of Redditch Borough Council.
Environmental Services will continue the scheduled routine landscape maintenance on each roundabout which includes:
 - Grass Cutting
 - Trees/shrub bed maintenance
 - Landscape planting

Plus in future to include:

 - Installing sponsorship signs
 - Cleaning and maintenance of sponsorship signs
 - Removal and replacement of damaged sponsorship signs

External Partners:

- The Borough Council has an agreement with Worcestershire County Council Highway Partnership Unit in respect of maintaining grass verges and roundabouts. The Borough Council agrees to carry out planting scheme functions in accordance to the County Council's Guidelines dated June 2011.

4.0 The Sponsorship Process

- Once advertisement consent is granted signs to invite sponsors will be erected.
- Interested sponsors can either apply to the Council or view the website for details and prices
- Roundabouts are graded according to size, profile and location and the Council will decide the fee for each site.
- The sponsor will sign a Sponsorship Agreement
- The Sponsor will submit their artwork for approval and pay to make the changes to the signs
- The Council will bear the cost of signs and their installation
- The Sponsor will bear the cost of replacing vandalised/damaged signs throughout their agreed sponsorship term.
- The Council will invoice the sponsor once their signs have been installed
- The Council will inform the Valuation Office of the sponsorship term and price and pay the Business Rates on each location
- The Council will monitor the performance of this Scheme.
- The Council will act as lead partner on behalf of the other parties.
- The Council will remove sponsors signage or information on completion of sponsorship term and the promotion of availability signs will be re-installed

5.0 Duration of Sponsorship

The duration of each agreement shall be for a minimum of one year with an option of up to 3 years

6.0 Sponsorship Price and Cost

Sponsorship price will be a set for each location based on the following:

- Location of roundabout
- Traffic Flow and profile of roundabout
- Size of roundabout
- Demand
- Comparative charges

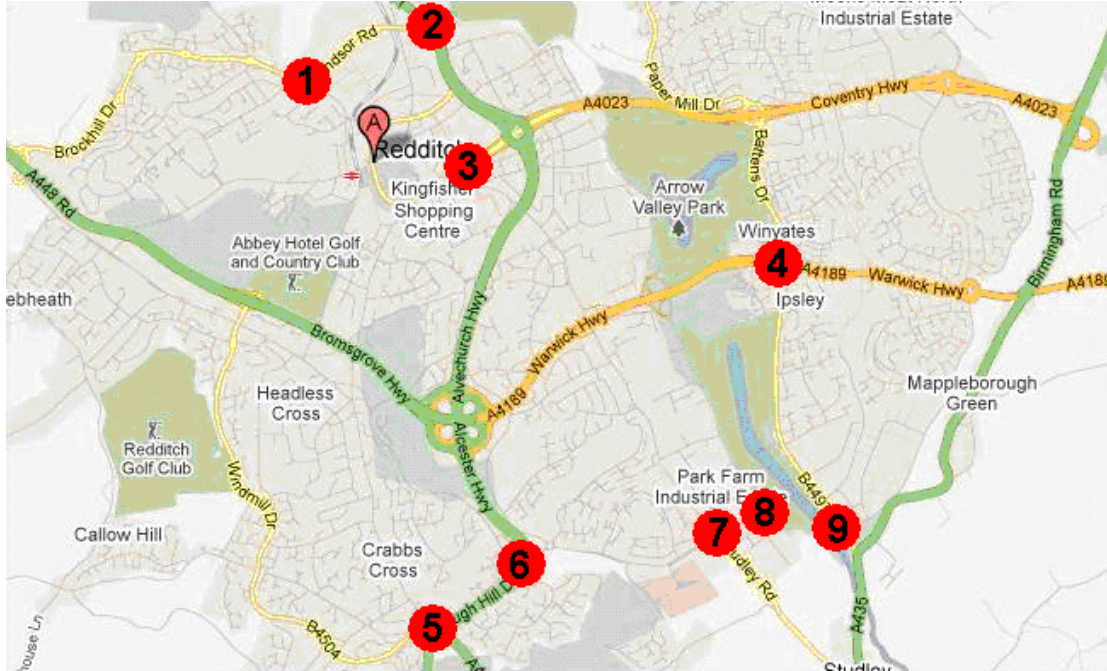
The Head of Service in conjunction with the Portfolio Holder for Leisure and Cultural Services will agree the sponsorship fees with a 20% plus or minus variance of approved charges

Those locations deemed to have the greatest impact based upon location, profile, traffic flow and comparative authority charges will be offered for sponsorship at a premium rate according to the schedule below and Redditch Borough Council will determine the rate for each location. (example table below)

The sponsorship price will be required for each year of the contract and will be paid at the beginning of each contract year. Where longer terms are required that sponsor will pay at the agreed rate at the time and will not incur any increase.

Redditch Borough Council Roundabouts	Proposed Grade & £p.a.	Planning Position	Price 1yr`	Price 2 yr	Price 3 yr
	A = £5,000				
	B = £4,000				
	C = £3,000				
Alcester Highway/Rough Hill Drive (A441)	A - £5,000	In Place			
Alcester Highway/Windmill Drive/Evesham Raod (A441/A448 the Slough)	A - £5,000	Permission not yet sort			
Tunnel Drive/Coldfield Drive - (Matalan/B&Q)	A - £5,000	Permission not yet sort			
Redditch Ringway/ Coventry Highway (B1460/A4023)(Town Centre)	A - £5,000	In Place			
Alvechurch Highway/Windsor Road (A441/B4184)	A - £5,000	In Place			
Battens Drive (B4497)/Moons Moat Drive/Paper Mill Drive	A - £5,000	Permission not yet sort			
Warwick Highway/Battens Drive (A4189/B4497)	A - £5,000	In Place			
Coventry Highway(A4023)/Ravens Banks Drive/alders Drive	A - £5,000	Permission not yet sort			
Hewell Lane/Salters Lane (B4184)	A - £5,000	Withdrawn			
Rough Hill Drive/Woodrow Drive	B - £4000	Withdrawn			
Studley Road (B4093)/Woodrow Drive	B - £4000	In Place			
Woodrow Drive/Washford Drive/Forge Drive	B - £4000	In Place			
Washford Drive/Ickniel Street Drive(B4497)	B - £4000	In Place			
Warwick Highway/Claybrook Drive	B - £4000	Permission not yet sort			
Holloway Drive/Old Forge	B - £4000	Permission not yet sort			
Windmill Drive (B4504)/Middle Piece Drive	C - £3,000	Permission not yet sort			
Brockhill Drive (B4184)/Lilly Green Lane	C - £3,000	Permission not yet sort			
Brockhill Drive (B4184)/Appletree Lane	C - £3,000	Permission not yet sort			
Brockhill Drive (B4184)/Blackwell Lane/Aldbrough Lane	C - £3,000	Permission not yet sort			
Brockhill Drive (B4184)/Hewell Road/Brockhill Lane/Salters Lane	C - £3,000	Permission not yet sort			

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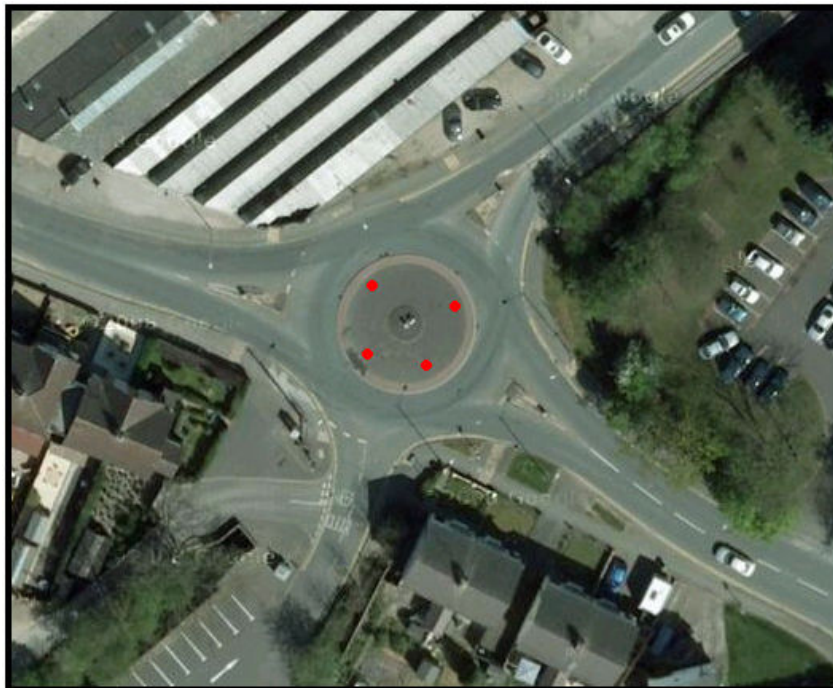
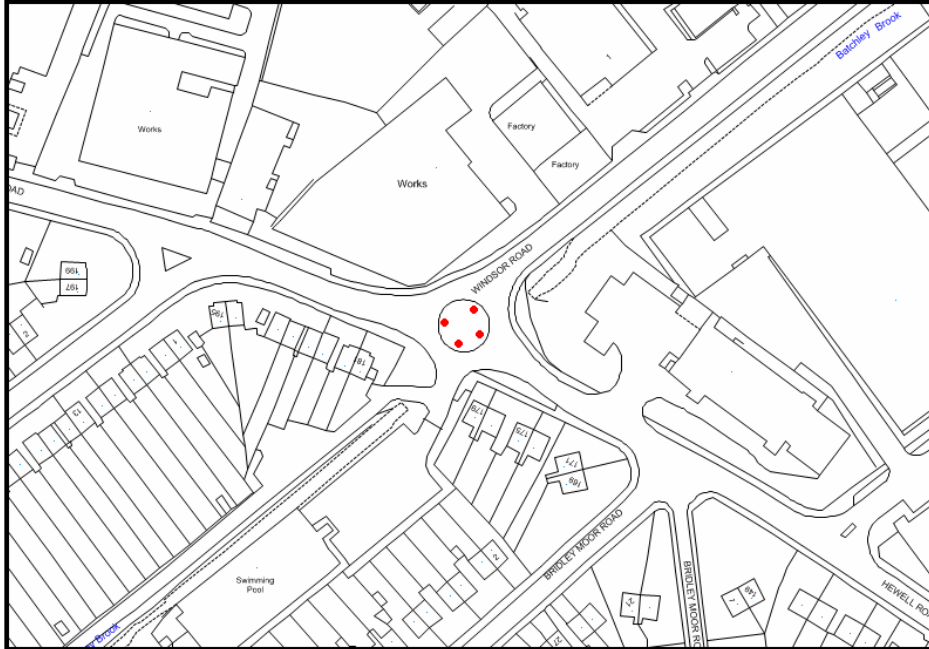
APPENDIX 2**Overview Map and Site Locations**

The following advertising consent was applied for in 2011 for the 9 sites highlighted on the plan above. 7 of the 9 were approved by planning on 1st November 2011 – the other 2 sites were withdrawn from the planning process and were considered inappropriate (see below)

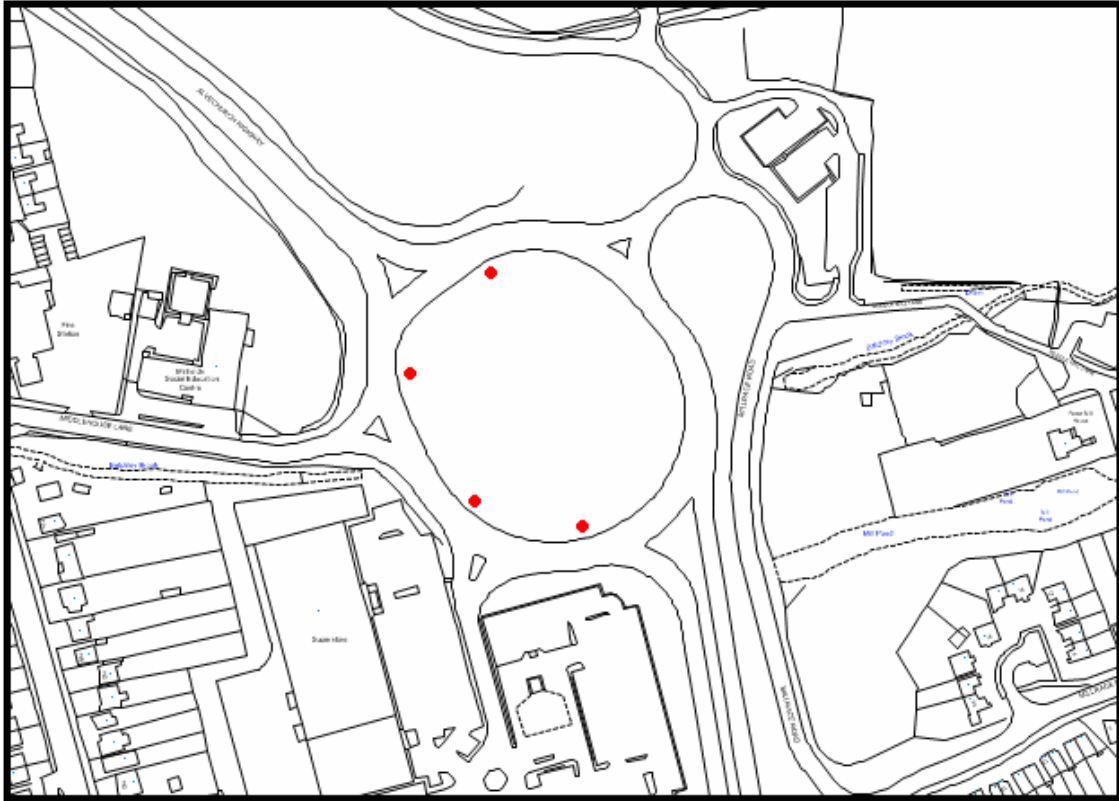
Roundabout Location	Planning Outcome
1. Hewell Road and Windsor Road	Withdrawn from planning – concrete and considered inappropriate
2. Birmingham Road A441 and Windsor Road B4184	planning approved 1/11/11
3. Redditch Ringway and Other Road	planning approved 1/11/11
4. Warwick Highway A4189 and Battens Drive	planning approved 1/11/11
5. Rough Hill Drive and Evesham Road	Withdrawn from planning – concrete and considered inappropriate
6. Alcester Highway A441 and Rough Hill Drive	planning approved 1/11/11
7. Woodrow Drive and Studley Road	planning approved 1/11/11
8. Old Forge Drive and Washford Drive	planning approved 1/11/11
9. Icknield Street Drive 4497 and Washford Drive	planning approved 1/11/11

Sign Location Plans

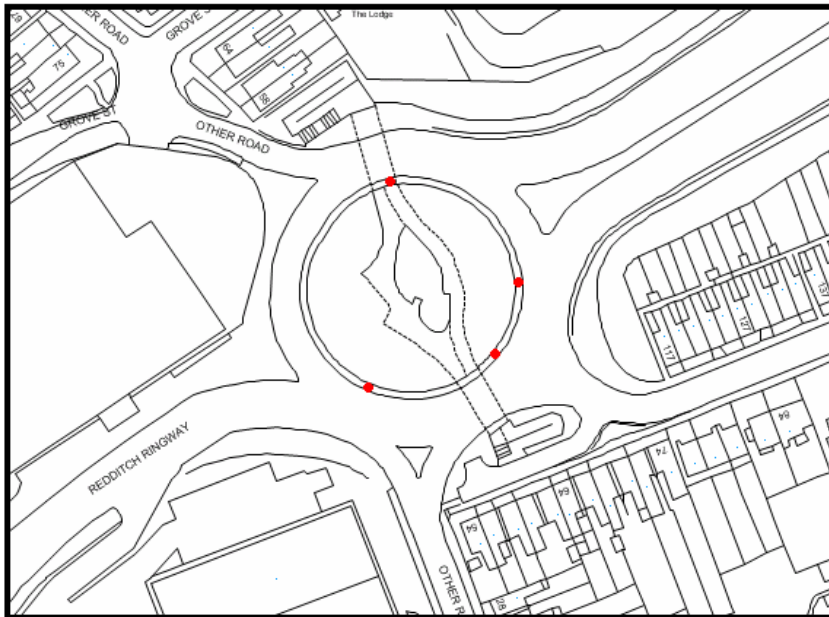
1. Hewell Road and Windsor Road - (Withdrawn from planning)



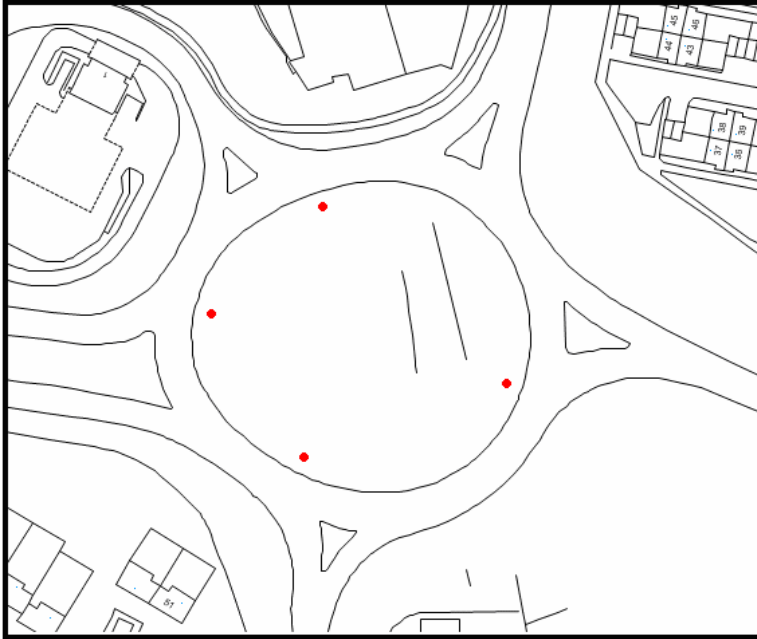
**2. Birmingham Road A441 and Windsor Road B4184
(Max no. of signs permitted 4 x 0.5m²)**



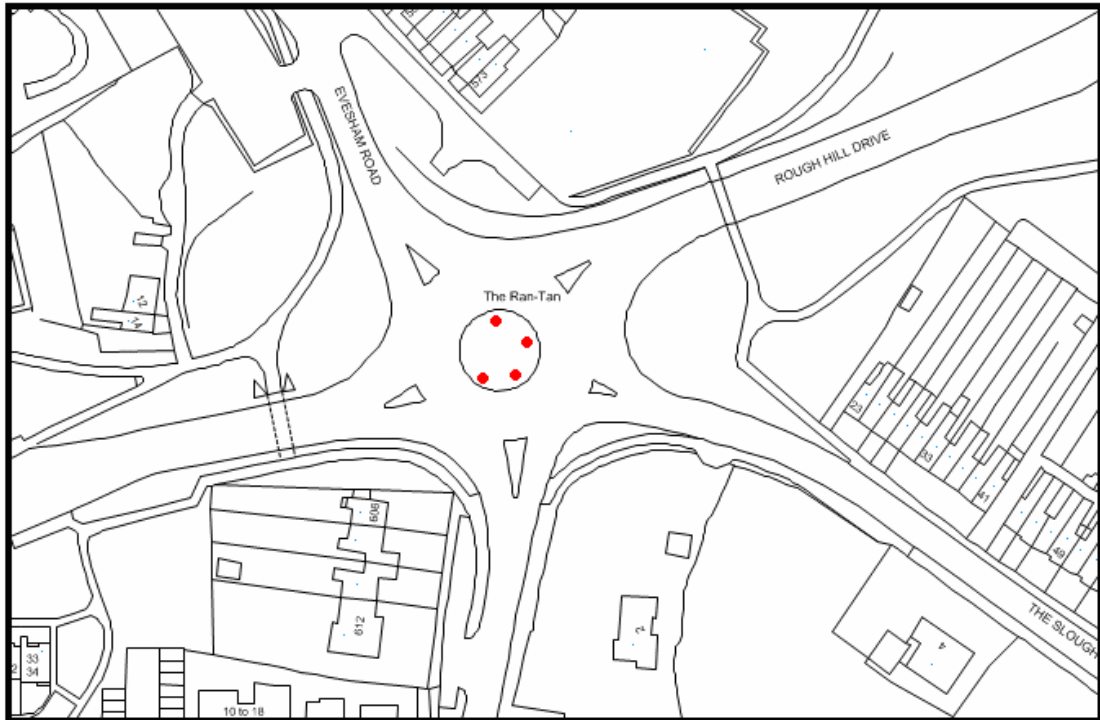
3. Redditch Ringway and Other Road
(Max no. of signs permitted 4 x 0.3m2)



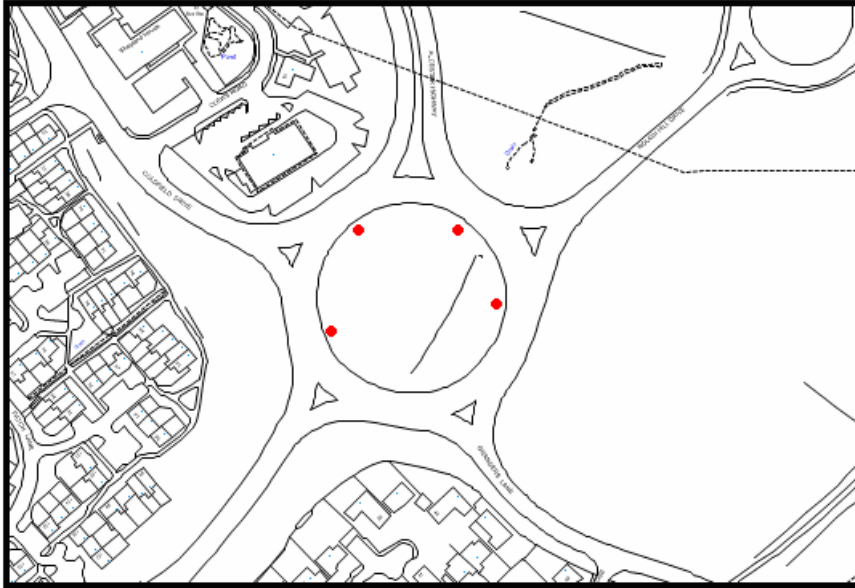
4. Warwick Highway A4189 and Battens Drive
(Max no. of signs permitted 4 x 0.5m²)



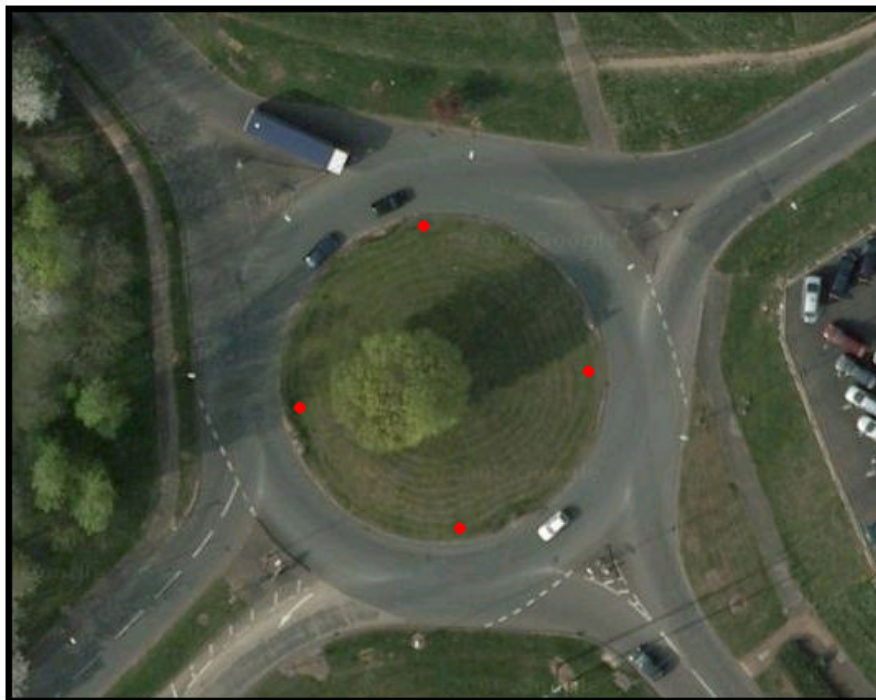
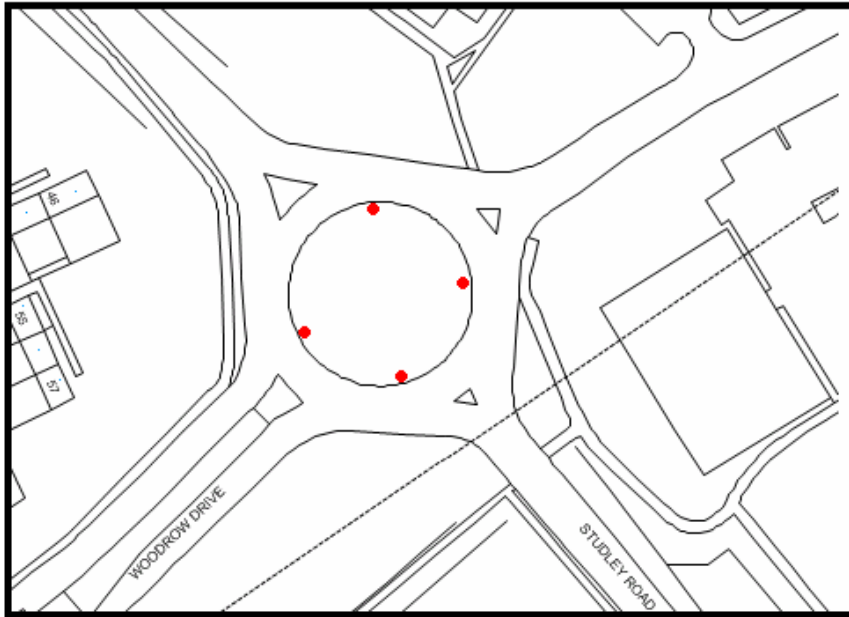
5. Rough Hill Drive and Evesham Road – **(Withdrawn from planning)**



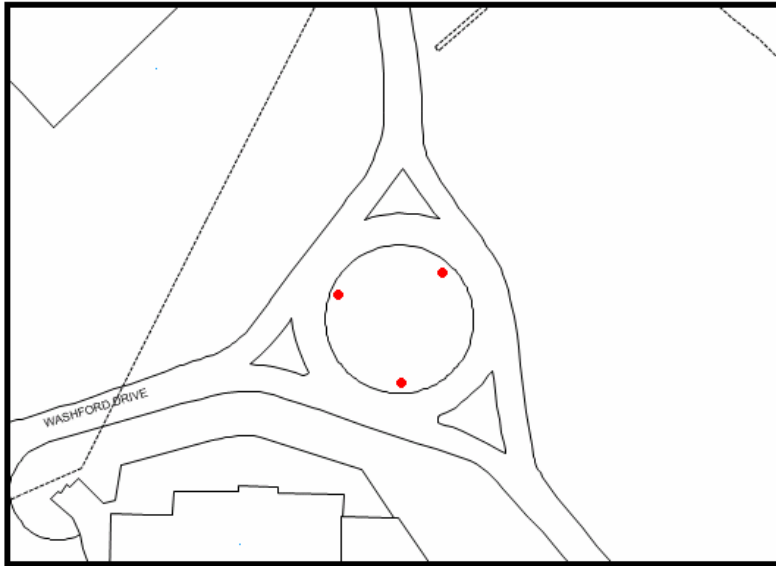
6. Alcester Highway A441 and Rough Hill Drive
(Max no. of signs permitted 4 x 0.5m²)



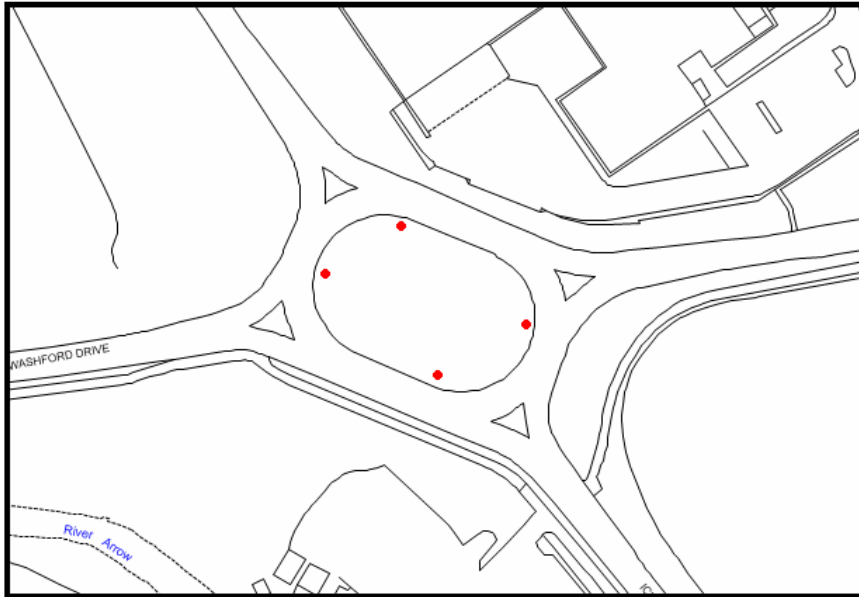
7. Woodrow Drive and Studley Road
((Max no. of signs permitted 4 x 0.3m²))



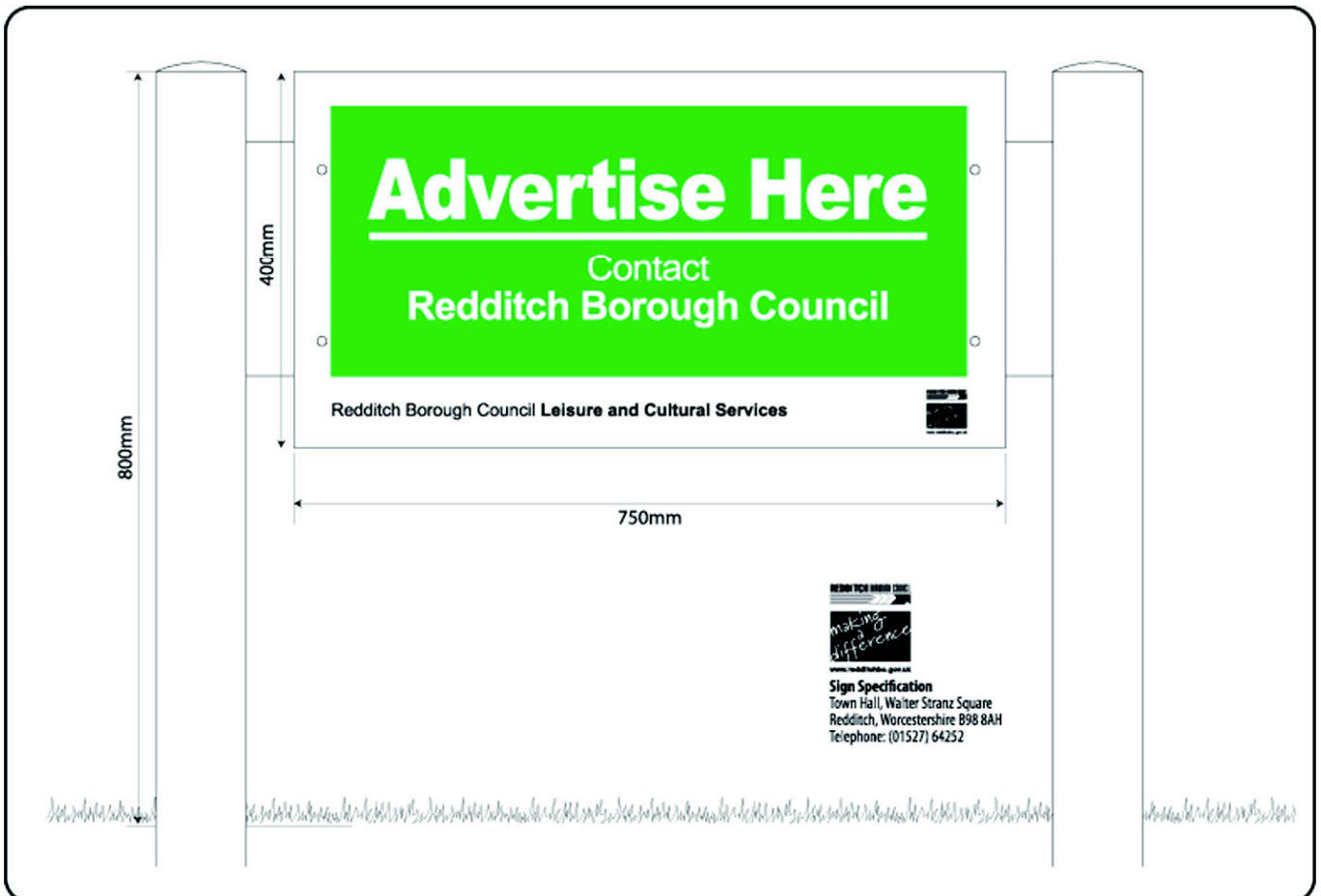
8. Old Forge Drive and Washford Drive
(Max no. of signs permitted 3 x 0.3m2)



9. Icknield Street Drive 4497 and Washford Drive
(Max no. of signs permitted 4 x 0.5m²)



Appendix 3



APPENDIX 4

Worcestershire County Council Highway Specification

Appendix 2 - Highways Advertising and Sign installation Criteria

The following is a design criteria agreeable to the stakeholders and recognises good practice and approved from the stakeholders.

The total sign face:-

- Must not exceed 0.5sq.m. in area
- Must not be illuminated
- Must no be made of reflective material
- Must not have any sharp corners or projections. Specifically, sign faces should have a minimum corner radius of 75mm unless protected by posts and posts must have rounded tops
- Must not be fixed at an angle to the road such that any inherent reflectivity causes drivers to be dazzled by their own headlights or the headlights of other vehicles travelling in the same direction
- Must not be designed such that it could be confused with legitimate traffic sign hence it must not have a border
- Must indicate the sponsorship nature of the sign and acknowledge the partnership between the sponsor and Borough/Parish Council
- Must be discrete and in harmony with its surroundings
- May only contain one of the following:
 - a) Directions
 - b) Web Address
 - c) Tel number
 - d) E-Mail Address
 - e) Website Address
- Selected Sponsor shall submit a drawing detailing the signs to be installed to the Council for approval in advance of ordering the signs.
- The Council will make the final determination on the sign type and design.

Should be mounted:

- at low level i.e. top of sign no greater than 1.05m above adjacent carriageway level
- On a separate pole from any traffic signs

The signs must be located:-

- At least 2m from the edge of the metalled carriageway or a road sign
- where it does not obstruct sight lines to other signs or vehicles
- Where it will not be distracting or confusing that it creates a hazard for road users who are taking reasonable care for their own and others safety
- Where it will not present a hazard for pedestrians

AGREEMENT FOR ROUNDABOUTS SPONSORSHIP

This agreement is made on _____

BETWEEN

1. Redditch Borough Council (The Council)

And

2.(the Sponsor)

IT IS AGREED AS FOLLOWS

1. Introduction

1.1 An agreement has been reached between the parties whereby the Sponsor wishes to sponsor signs to be erected on roundabouts within the Borough of Redditch, and the Council has agreed to arrange for the erection of such signs in accordance with the terms and conditions set out in this agreement.

2. Definitions

2.1 The terms and expressions used in this agreement shall have the meanings set out below:

Commencement Date	
Contract Period	? years
Year 1	First year of sponsorship term
Year 2	Second year of sponsorship term
Year 3	Third year of sponsorship term
Roundabouts	Site on which signs are installed
Sponsorship Signs	The signs to be erected on the roundabouts bearing the names of the Sponsors companies.

3. The Contract Period

3.1 This agreement will commence on

4. Payment

4.1 The Sponsor agrees that it shall pay the Council the following annual fees:

Year 1	
Year 2	
Year 3	

4.2 The fee for Year's 1, 2 and 3 shall be paid annually, seven days after the commencement date for each year.

5. Ownership of the Signs and Sign Installation Criteria

5.1 The Sponsorship Signs will remain the property of the Council

6. Obligations of the Sponsor

The Sponsor agrees:-

- 6.1 To submit the final design to the Council for approval prior to commissioning the sign.
- 6.2 To pay the cost to apply the new graphics on each sign
- 6.3 To pay the cost for the replacement of any damaged signs during the period of their agreement

7. Obligations of the Council

The Council agrees:-

- 7.1 To approve the final design of the Sponsorship Sign unless there is some reasonable justification for requiring redesign such as offensive or inaccurate logo or wording.
- 7.2 To ensure that it is lawful to use the site upon which it proposes to erect the Sponsorship Signs and that the Council either owns such site or has permission to use such site.
- 7.3 To arrange for and bear the costs of the erection and installation of the Sponsorship Sign at the beginning of the sponsorship term.
- 7.4 To be responsible for the landscape maintenance of the roundabouts being sponsored. This will consist of works to the roundabouts

including landscape planting, grass cutting and trees/shrub maintenance. The exact design and planting scheme will be at the discretion of the Council.

7.5 To remove the Sponsorship Signs upon expiry of the contract period (assuming that the contract is not re-newed) or upon earlier termination of the contract under clause 9.1 or 9.2.

8. Works by the Highway Authority affecting the roundabouts

8.1 From time to time it may be necessary for the Highway Authority to permit works to be carried out on the roundabouts that may cause temporary disruption to the landscaping or the temporary removal of the Sponsorship Signs. Within 30 days of the conclusion of such works the Council will restore the roundabouts to the condition it was in prior to the works having been commenced.

9. Termination and Consequences

9.1 Either party may terminate this agreement with immediate effect by giving notice in writing to the other party (the “defaulting party”) following:-

9.1.1 the occurrence of a material breach of this agreement by the defaulting party which is not remedied within 14 days of being required by written notice to do so; or

9.1.2 the insolvency or inability of the defaulting party to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or similar event; or

9.1.3 the failure by the defaulting party to pay any sum due under this agreement within 14 days of such sum being due.

9.2 Either party may terminate this agreement on giving 3 months notice in writing to the other party.

10. Notices

10.1 Notices must be in writing and must be delivered to the other party by hand, post or registered post. Notices must be addressed to the other party at the relevant address set out at the head of this agreement.

10.2 Notices given by hand will be deemed served at the time of delivery. Notices sent by post will be deemed to have been given 2 days after

the day of posting (provided the notice is not returned as undelivered).

- 10.3 Each party may change it's address for service by notifying the other party in writing.

11. Unacceptable Sponsorship Types

11.1 The Council will not approve Sponsorship Signs which are:-

- religious in significance or for religious organisations; or
- of political significance or for political parties or organisations including trade unions; or
- offering or promoting services of a sexual nature; or
- offering or promoting the sale of tobacco or tobacco related products; or
- in breach of the Councils duties under Equalities legislation; or
- in breach of guidelines set by the Advertising Standards Authority; or
- any other material which the Council consider to be unreasonable.

11.2 In the event that that the Sponsor fails to comply, the Council reserves the right to remove the Sponsorship Signs forthwith, the Council's costs of such removal to be borne by the Sponsor.

12. Liability

12.1 This clause sets out the entire liability of each party to the other (including any liability for the acts or omissions of employees) in respect of:

12.1.1 the Sponsorship Signs;

12.1.2 any breach of its contractual obligations arising under this agreement; and

12.1.3 any representation, statement (other than fraudulent misrepresentation) or tortuous act or omission including any negligence arising under or in connection with this agreement ("an event of default").

12.2 Neither party shall be liable to the other for any loss or damage including loss of profit, loss of business, loss of contracts, loss of

opportunity, loss or depletion of goodwill, costs or expenses (whether arising in contract, tort, negligence, breach of statutory duty or otherwise) where the loss arises from failure of the other party to comply with its obligations under this agreement.

12.3 Notwithstanding any other provision of this agreement, neither party seeks to limit or exclude its liability to the other party for death or personal injury resulting from its own or its employees' negligent act or omission or wilful misconduct or for fraudulent misrepresentation.

12.4 Subject to clauses 12.1 and 12.2, each party's maximum total liability to the other in respect of all claims, losses, damages, costs, charges, expenses, liabilities, demands, proceedings and action (whether arising in contract, tort, negligence, breach of statutory duty or otherwise) in respect of all events of default shall not exceed 125% of the total sums paid or due and owing under this agreement in the twelve month period preceding the date of default.

13. Entire Agreement

13.1 This agreement constitutes the entire agreement between the parties. It supersedes all prior negotiations, representations and undertakings, whether written or oral. This clause will not exclude liability for fraudulent misrepresentation.

14. Third Parties

14.1 This Agreement expressly excludes the provisions of the Contracts (Rights of Third Parties) Act 1999.

15. Freedom of Information

15.1 The Council is subject to the Freedom of Information Act and the Environmental Information Regulations ("the Acts"). As part of the Council's duties under the Acts, it may be required to disclose information forming part of or arising under the Agreement to anyone who makes a reasonable request. The Council has absolute discretion to apply or not to apply any exemptions under the Acts.

15.2 The Sponsor will assist and co-operate with the Council to enable the Council to comply with the information disclosure requirements under the Acts and in so doing will comply with any timescale notified to it by the Council.

16. Assignment

16.1 The Sponsor shall not assign or sub-contract any part of this agreement without the express written consent of the Council.

17. Waiver

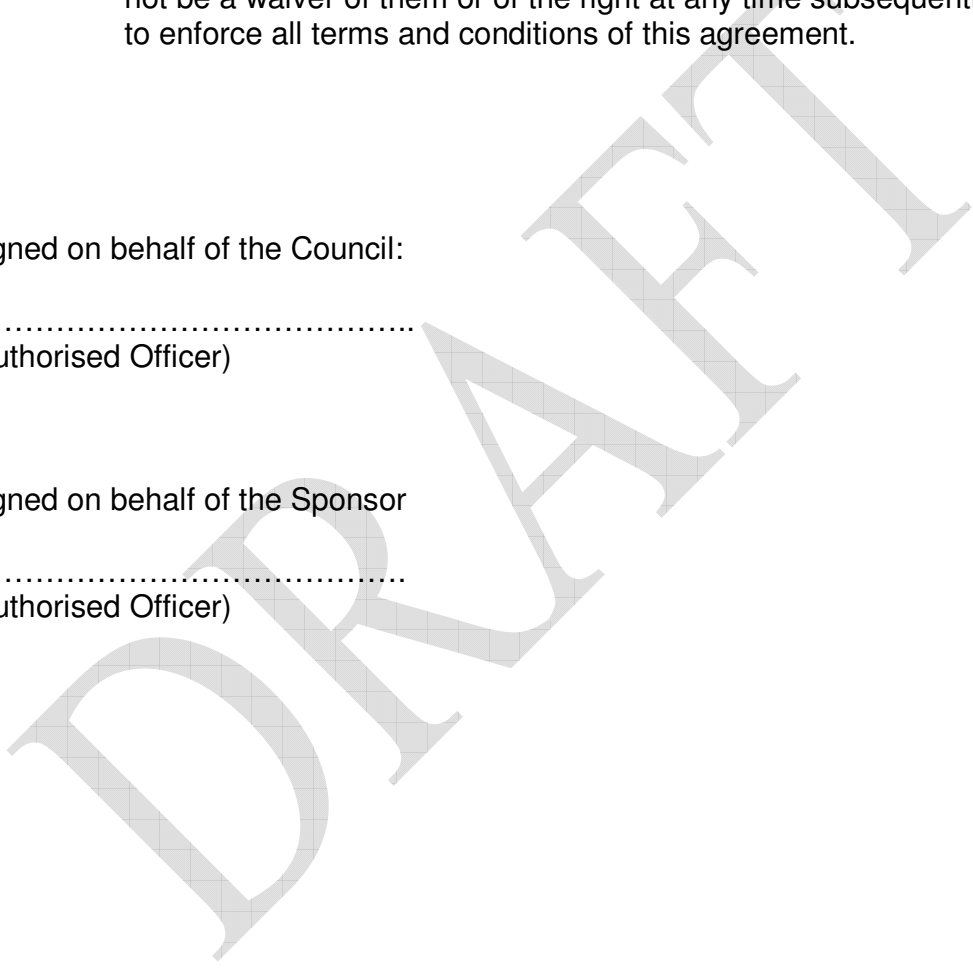
17.1 The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this agreement.

Signed on behalf of the Council:

.....
(Authorised Officer)

Signed on behalf of the Sponsor

.....
(Authorised Officer)



**EXECUTIVE
COMMITTEE**

18th September 2012

**DISPOSAL OF THE FORMER COMMUNITY CENTRE AT SALOP ROAD
AND THE FORMER REFUGE AT 132 OAKLY ROAD**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	Central Ward
Ward Councillor Consulted	Yes, at Portfolio Holder briefing
Non-Key Decision	

1. SUMMARY OF PROPOSALS

Members are requested to declare the former Salop Road Community Centre and the former refuge at 132 Oakly Road are surplus to requirements and to making them available for disposal.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND to the Council that

- 1) **the site of the former Community Centre at Salop Road; and**
- 2) **the former refuge, 132 Oakly Road**

be declared surplus to requirements and available for disposal.

3. KEY ISSUES

- 3.1 The building known as the former Salop Road Community Centre is of a red brick construction with a pitched tiled roof pre 1950's. The building comprises the former community centre located in the basement and ground floor with 12 flats located between the Basement, Ground and first floor, one of which has been disposed of under the right to buy.
- 3.2. The accommodation comprises a lobby, kitchen, male toilets, disabled toilets, female toilets, lobby, office stores and main community room.
- 3.3. The premises ceased to be used as a Community Centre in 2004. Officers have received some interests from charitable and other organisations; however a letting has never materialised and the premises continued to be void with the Council responsible for full management of the premises.

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- 3.4. An informal recommendation by the Planning Team has indicated that should the former community centre be disposed of a residential redevelopment will be preferred. It is envisaged that a conversion into two separate flats would be suitable.
- 3.5. 132 Oakly Road has been used by Stonham as a refuge since May 2006. Stonham gave notice to vacate the property from the 1st August 2012. The ex-refuge is a large property with shared kitchen and bathrooms and a sizable garden. It is not considered suitable for letting as part of the Council's housing stock.

Financial Implications

- 3.6 Disposal of both properties would generate capital receipts that could be used to support the Council's Capital Programme.

Legal Implications

- 3.7 There are no legal implications.

Service/Operational Implications

- 3.8 No direct implications. The Salop Road property has not been used as a Community Centre for a number of years.

Customer / Equalities and Diversity Implications

- 3.9 No direct implications.

4. RISK MANAGEMENT

There are no risks identified.

5. APPENDICES

Appendix 1 - Plan of Salop Road property.
Appendix 2 Plan of 132 Oakly Road

6. BACKGROUND PAPERS

Files held by Property Services.

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Salop Road Community Meeting Rooms

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Ordnance Survey 100024230.

Indicative Scale: 1:750

Date Printed: 13/7/2012



worcestershire
county council

Worcestershire County Council
County Hall
Spetchley Road
Worcester
WR5 2NP




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 Ordnance Survey 100024230.

Indicative Scale: 1:1,250

Date Printed:6/9/2012

0 5 25 50 metres

132 Oakly Road
 Redditch

 **worcestershire**
 county council

Worcestershire County Council
 County Hall
 Spetchley Road
 Worcester
 WR5 2NP

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VOLUNTARY & COMMUNITY SECTOR GRANTS PROGRAMME 2013/14

Relevant Portfolio Holder	Councillor Bill Hartnett, Community Leadership & Partnership inc. Voluntary Sector
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Acting Head of Community Services
Wards Affected	All
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report contains recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2013/14.
- 1.2 Members are requested to recommend the continuation of delegated authority of final approval in respect to the Stronger Community Grants to the Head of Community Services.
- 1.3 The report also contains changes to the Voluntary & Community Sector Grants policy. (See point 4.4 for proposed changes & appendices 3 for full policy document).

2. RECOMMENDATIONS

The Executive Committee is requested to RECOMMEND that

- 1) the following themes and percentages of funding be allocated for the 2013/14 voluntary and community sector grants process:**

- i) Independent Communities = £135,000 – see 3.3.1**
- ii) Community Development = £ 55,000 – see 3.3.2**
- iii) Thriving Communities = £ 20,000 – see 3.3.3**
- iv) Community Welfare = £ 20,000 – see 3.3.4**
- v) Stronger Communities Grant Programme = £ 15,000 – see 3.3.5**
- vi) £1,000 be allocated from the Grants budget for the use by the Grants Team to deliver:**

- a) networking and promotional events;**
- b) advertising and communication support;**
- c) newsletters;**

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(See paragraph 3.3 for background & full breakdown of theme splits and key project support areas);

- 2) **delegated authority for final approval in respect to the Stronger Community Grants to the Head of Community Services be continued; and**
- 3) **the changes detailed at paragraph 4.4 designed to strengthen the Voluntary & Community Sector Grants Policy be approved.**

3. KEY ISSUES**Financial Implications**

- 3.1 The proposed splits are based on the Grants budget for 2013/14 being set at £241k (based on no increase on budget from 2011/12) with 5k rolled over from 2012/13 grants budget.
- 3.2 The total budget for grants to voluntary organisations for 2013 – 2014 is £246,000.

Background

- 3.3 Over the last few years there has been significant change in the funding environment. Redditch Borough Council wished to continue to support those projects, programmes and initiatives that best advance its strategic objectives and that deliver the best possible services to the local community. In doing so, changes to the way grant funding was allocated demonstrated the Councils commitment to distributing the grant aid available efficiently and effectively, and underpinned our approach of making the process of grant aid as open and transparent as possible.

The introduction of the Stronger Communities Grant programme in 2011/12 strengthened the impact of the grants programme by ensuring a funding stream was made available to the community organisations delivering at grass roots level.

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Over the last 3 years, because of its open & transparent process, the grants programme no longer is viewed as just being for “the chosen few” and has achieved an increase in:

- ❑ Projects delivered
- ❑ Organisations applying
- ❑ Advertising opportunities
- ❑ Good local community relationships
- ❑ External Funding relationships

For 2013/14 the proposed splits reflect the needs within the local Voluntary & Community Sector at a time where all sectors have had to cut their cloth accordingly, where funding streams are being cut. The themes objectives aim to:

- ❑ Support & sustain services already being delivered within the town,
- ❑ Support findings already being identified from the Councils Transformation process
- ❑ Align with the Council’s strategic purposes.

3.3.1

Independent Communities**Recommended funding = 135k for the Delivery of Projects under the “Independent Communities” Banner****80k – Investing Grant****To deliver:****Financial and Debt advice within the Town**

- ❑ Free, independent and confidential advice, with a focused outcomes on housing benefit issues & supporting residents at risk of losing their homes

30k - Investing grants - Maximum grant of 10k for each project submitted**For delivery of on-going support for local services to include outcomes that:**

- ❑ Build Capacity
- ❑ Build Volunteering & skill sharing opportunities
- ❑ Explore & highlight external funding opportunities

25k - Investing Grant**For delivery of a financial support project with outcomes that:**

- ❑ Support for those in financial difficulties including
 1. one to one support
 2. group workshops
 3. ongoing financial independence support
- ❑ Pilot for an outreach project/worker to support residents in accessing the correct benefit entitlement

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3.3.2

Community Development**Recommended funding: £55k for the delivery of projects under the “Community Development” Banner.****40k Investing Grants – Maximum grant of 40k for a project to deliver: Childcare and Holiday schemes into the Town:**

- Discounted childcare for local children with specific criteria for discounted places to be allocated to ensure the full benefit is gained from those families who have the highest need.
- Discounted Holiday play schemes for local children that have outcomes linked into education and health and well being priorities

15k Investing Grants – Maximum grant of 3k for each project submitted**For delivery of projects that support:**

- Activities to encourage family participation
- Learning & Personal Development projects for those on low incomes
- Intergenerational/Cross cultural projects
- Breakfast Clubs
- Local Community Clubs
- Supporting local residents back into work
- Work Clubs
- Projects to encourage Enterprise in young people

3.3.3

Thriving Communities**Recommended funding = 20k for the delivery of projects under Thriving Communities****20k Investing Grants-Maximum bids for each project submitted of 4k**

For delivery of projects that support the Council’s Safe Green & green priorities.

- Support for Community improvement projects
- Support for Troubled Families – Focus on teenagers with complex needs
- Domestic & Behavioural abuse projects
- Youth Clubs & Youth support projects
- Older Peoples Clubs
- Project to provide furniture/removal services to families in need.
- Homelessness in young people

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3.3.4

Community Welfare**Recommended funding = 20k for the delivery of projects under
Community Welfare Banner – also links into the LSP priorities****20k Investing Grants - Maximum bids for each project submitted of
4k**

For delivery of projects that support the Council's Community welfare priorities.

- Projects that support healthy lifestyles.
- Focus on Mental Health and Support.
- Projects that improve social isolation.
- Confidence building projects (soft skills) for residents with low/medium level mental health issues.
- Projects that tackle alcohol & drug issues.

3.3.5

**Stronger Communities - Community Grant Fund – Total £15k -
For the delivery of local grassroots community projects/events
£15k Giving Grants Maximum bid of £500.00 per project submitted in
each round**

For delivery of projects: Hosted by local community groups - these groups will not need to be formally constituted but will be required to have a recognised role within the community they represent

- Community participation projects.
- Three Rounds at £5000 per round for community grants in 2012/13
- Community groups invited to bid for up to £500 for delivery of local projects/events.

3.4 The 'Shopping' element is part of the Councils SIG framework and is delivered under the Councils procurement process. The Grants programme in 2012/13 supported a 3 year training programme with a total budget of 15k. The programme was offered out under the Councils tendering process. 15 organisations tendered for the opportunity. Bromsgrove and Redditch Network (BARN) were successful in their bid to deliver the programme and the first workshop is booked for Tuesday 9th October 2012.

3.5 Funding for Local Diamond Jubilee Celebrations – On the 3rd April approval was given to use an unallocated balance from the Grants programme of £7,660.00 to support local communities in hosting Diamond Jubilee celebrations, the remaining balance has been rolled over into the 2013/14 Voluntary & Community Sector Grants Programme– There were applications from 5 community groups to this fund.

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Legal Implications

- 3.6 The Council needs to continue to ensure that it has a transparent and fair grants scheme.
- 3.7 To ensure that we continue to support the sector to move forward and deliver projects that provides value for money.
- 3.8 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 3.9 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

Service / Operational Implications

- 3.10 Deadlines dates for both the main grants programme and the Stronger Communities grants programme have been set in order to ensure the smooth delivery of the programme. See appendices 1 & 2 for timescales.
- 3.11 To enable the Council to deliver its grants programme, Officers will need to continue to work closely with the Communications Team to ensure that a full and informative guide to the new procedure is implemented and that Officers are engaging with the full range of VCS organisations and groups within the local area.
- 3.12 By continuing with delegated approval for the Stronger Communities Grants by the Head of Community Services the Council can ensure that the process is smooth and efficient.
- 3.13 By working closely with BARN on delivering our long term training & support programme via the shopping element, we can ensure that the sector will receive an agreed standard of training with the Council ensuring that we receive value for money. Outcomes initially identified are:
- What impact will developing these skills have on performance?
 - Which skills needs are the most important to long term success?
 - Which skills needs are the most urgent?

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- 3.14 Local Authorities will be expected under the “Big Society” banner to support and help build capacity and up-skill those organisations operating within the third sector.
- 3.15 Redditch Borough Council will be looking to review the property portfolio as a whole; this review will include those properties currently occupied by VCS organisations.

The aims of this review are to:

- Provide suitable and affordable accommodation to VCS organisations in Redditch.
- Understand and unlock the value of property assets in Redditch.
- A clear, consistent and formalised property management relationship between the Council and VCS tenants.

These aims are in recognition of the social value that VCS organisations bring to the borough through operating from Council properties, and the Council’s commitment to fostering and demonstrating this value.

Customer / Equalities and Diversity Implications

- 3.16 The 2012/13 grants programme has supported 20 projects from 18 organisations under the main grant fund with 22 projects/events being funded in the first two rounds via the Stronger Communities fund.
- 3.17 Following an Overview and Scrutiny Committee review in 2008, a more transparent and inclusive grants scheme was agreed. The 2011/12 Grants Programme received applications from 35 different organisations, with the programme seeing 7 new organisations applying to the programme who had not applied to this fund previously.
- 3.18 Awards for All funding for the Redditch is at a low level, the Grants team have invited the Awards for All Team to host a workshop on the 14th September 2012 for identified local groups to attend. The workshop will be specific to groups who have:
- Already applied for funding from Awards for All
 - Currently have submitted an application
 - Have applied but been unsuccessful
 - Been identified as meeting the criteria to apply to the fund

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4. RISK MANAGEMENT

- 4.1 There is a risk that the Council could be criticised for failing to support the local Third Sector organisations or community groups in up-skilling and building the capacity to become self sustaining. To mitigate this risk, Officers have put into place a provision of a 3 year Training and Support programme delivered via the shopping element of the grants programme to help build capacity and skills in the Sector. Identified external funding streams and invited external organisations to host events to raise awareness of these funding streams. Officers have also made themselves available for one to one sessions to support funding applications for both internal and external opportunities. The grant programme is widely advertised both locally and countywide.
- 4.2 Officers are proposing changes in line with audit recommendations to strengthen the VCS Grants Policy.
- 4.3 In line with recommendations from the Voluntary & Community Sector Grants Programme being audited we have identified areas that the policy could be strengthened. In order for us to maintain an open and transparent process the following changes are proposed:
- 4.4 Changes proposed (highlighted in Bold italic):

Purpose of Grant Funding

The Council provides grants to assist the development of a vibrant voluntary and community sector that delivers projects and activities of value to the local community.

Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in applications for funding.

The Council will require that all grant awards support Council objectives. The specific objectives to be supported will be made clear in all publicity relating to each grant opportunity. Demonstrating support of Council objectives may include:

- a) ***linking grant awards to an approved list of Council priorities, (please see Website for the current list of priorities). The Council also reserve the option of including LSP or other priorities as identified by Redditch Borough Council***

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- b) the Council choosing one or more specific outcomes in advance that will be achieved with the grant award. This will be particularly appropriate for individual departments wishing to make grants available to support the delivery of a particular service aim

7.7 – Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded. General guidelines for payment schedules are:

- a) Grants of a total of **£1,000** or less will be paid in full in advance of the project being delivered, payment will be made to successful applicants within 1 month of the submission deadline date, with monitoring information required following the project; ***unless the projects delivery timescales dictate the funding be paid in full.***
- b) Grants of between **£1,000** and £10,000 will be paid in two instalments of 50% each. The first instalment will be paid in advance of the project being delivered. The second instalment will be paid after satisfactory monitoring information has been supplied on the progress of the project. For projects lasting one year, the second instalment will usually be due to be paid six months after the start of the project.
- c) Grants in excess of £10,000 will be paid by quarterly instalments in advance of project activity. Each instalment will only be released after satisfactory monitoring information has been supplied on progress of the project.
- d) Grant applications to the Voluntary & Community Grant Programme will not be part funded.***

4.5 Monitoring will be signed off by Grants Officer before each quarter payment is due, with any concerns being discussed with Chair of Grants Panel or Head of Service.

4.6 All applications to the Stronger Communities Grants will be assessed by the Grants Panel with the Head of Community Services having final approval of applications to the Stronger Communities Grants.

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- 4.7 *Approval timescales will be indicated year on year in conjunction with launch & deadline timescales for the current Grants programme. These will apply to projects commencing 1st April of the following year* – allowing successful applicants to place the project into their delivery calendar and to apply for match funding grants and giving unsuccessful applicants feedback and enough time to secure funding from alternative channels.

5. APPENDICES

Appendix 1 – Process for Main Grants Programme

Appendix 2 - Process for Stronger Community Grant Programme

Appendix 3 – Voluntary and Community Sector Grants Policy

6. BACKGROUND PAPERS

Policy for Award of Grants by Redditch Borough Council to Voluntary and Community Sector Organisations.

Worcestershire Compact: Link to Web-pages:

<http://www.worcestershire.gov.uk/cms/community-and-living/vcs-unit/worcestershire-compact.aspx>

7. KEY

- SIG – Shopping, Investing and Giving**
- BME – Black Minority Ethnic**
- LSP – Local Strategic Partnership**
- VCS – Voluntary and Community Sector.**

‘Place-Shaping’ -- Local authorities are strategic leaders in place-shaping responding to residents' ambitions and aspirations and working with partners to deliver relevant services.

‘Third Sector’ –The voluntary sector or community sector (also non-profit sector) is the sphere of social activity undertaken by organisations that are for non-profit and non-governmental. This sector is also called the third sector.

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Appendix 1 -

Process for Main grants programme	Timescale
Launch of the 2012/13 Grant Process	Monday 22 nd October 2012
Grants Networking Coffee Morning	Friday 26 th October 2012
Application deadline	4.00pm Friday 30 th November 2012
Initial screening out of ineligible applications	W/c 3rd December 2012
Full assessment of applications by Grants Panel	December 2012 – January 2013
Executive Committee	12 th February 2013
Successful and unsuccessful applicants informed	W/c 18th February 2013
First instalment of funding released	1 st April 2013

Appendix 2

Process for Stronger Community Grant programme	Timescale
Launch - 1 st Round	Monday 21 st January 2013
1 st Application deadline for projects to commence from April 1 st (Funds Released)	4pm, Friday 22 nd February 2013
Launch - 2nd Round – Theme	Monday 29 th April 2013
2 nd Application deadline for projects to commence from July 1 st (Funds Released)	4pm Friday 24 th May 2013
Launch - 3 rd Round - Theme	Monday 29 th July 2013
3 rd Application deadline for projects to commence from 3 rd October (Funds Released)	4pm Friday 23 rd August 2013
Assessment of applications	Within 21 working days of deadline
Successful and unsuccessful applicants informed	Within 28 working days of deadline

VOLUNTARY AND COMMUNITY SECTOR **GRANTS POLICY**

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1. Introduction

- 1.1 Redditch Borough Council supports Voluntary and Community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
- 1.2 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 1.3 There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4 This policy is written in conjunction with the “Let’s Do It Smarter – Worcestershire Compact: Funding and Procurement Code of Good Practice”. The Compact is a commitment to improve relationships between public and voluntary and community sector organisations, with a mutual objective of ‘delivering high quality, good value services and support to the local community’.

2. Scope

- 2.1 This policy applies only to the allocation of grants to voluntary and community sector organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.
- 2.2 This policy applies to all grant funding from Redditch Borough Council to voluntary and community sector organisations. This includes grants made available from individual service budgets.

3. Funding Framework

- 3.1 The Council uses the ***Shopping, Investing and Giving*** funding framework
- 3.2 **Shopping:** refers to procurement and contractual arrangements that are legally binding, where Redditch Borough Council seeks bids from external organisations to provide a specified service that Redditch Borough Council either has to provide by law, or it has made a decision to provide within its legal powers’ ***The technical differences between grants and contracts are as follows:***

- ***A public sector grant involves the provision of subsidy (capital or revenue) funding, by the relevant public sector body, in support of a charitable, or other public benefit, service, which the public body wishes to support, as part of fulfilling its own public benefit remit. A grant is provided on conditions aimed at ensuring the proper application of the grant funds, but not in return for anything.***
- ***A public sector contract involves the provision of goods or services, to the relevant public sector body, directly in return for payment representing the price of the relevant goods or services. Terms and conditions of a contract regulate the exchange of services for payment. The Council is committed to extending the opportunities available to voluntary and community sector organisations and are committed to actively encourage the VCS to be more involved in the design and delivery of more public services because of the 'added value' they can bring.. However, this policy does not apply to those arrangements which will be managed using a contract.***

- 3.3 Investing:** refers to the Council providing funding to develop the capacity of the voluntary and community sector. This may include making funding contributions to voluntary and community sector infrastructure support services, or making funding available for training or business development activities within organisations. ***This element of the funding stream will be aligned to the overall strategy of Redditch Borough Council, thus ensuring a strategic investment in VCS in order to skill up and strengthen front line VCS organisations to deliver value for money services and give a platform for the delivery of projects that strengthen and support the local communities. Themes and the percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects commencing after the 1st April of the following year. If this element is undersubscribed at the end of the Grant application process the remaining funding will be transferred into the giving element in order to support the Stronger Communities priority.***
- 3.4 Giving:** refers to the Council providing funding to voluntary and community sector organisations to support work that contributes to the Council's aims, but which the Council does not have a statutory duty to provide. Awarding grants to the VCS is a key opportunity for the Council to reinforce its community leadership role. Small grants to local community groups (a maximum of £500.00 per application) can generate a significant amount of community activity and positive impact. Percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects/events commencing after the 1st April of the following year. The percentage for this element may increase if the funding allocations from the investing element are undersubscribed through the Grant application process. These groups will not need to be formally constituted but will need to have a recognised role within the community they serve. ***The giving element will consist of 3 rounds of grant making:***

with the total percentage of funding allocated to the giving element evenly distributed to each round. Head of Community Services, in consultation with the Grants Panel, to agree the allocation of community grants under the Local Strategic Partnership 'Stronger Communities' theme.

- 3.5 This policy applies to grants made to support the **Investing** and **Giving** elements of the Council's funding framework. For the purposes of this policy, a **grant** is a financial contribution to an activity designed and delivered by a voluntary and community sector organisation which the Council has chosen to support because it is broadly aligned with the Council's own objectives. A grant can be given either to contribute towards organisational costs, or to wholly or partly fund a specific piece of work. A grant is a financial contribution with an expectation of mutually agreed, clearly defined outcomes. These outcomes are specified in a grant funding agreement, and monitoring arrangements are commensurate with the value of grant given.
- 3.6 ***The giving element is regarded as sums of up to and including £500.00 and the investing element is regarded as sums valued at over £500.00. These limits will affect risk considerations (section 7), grant assessment criteria (section 9) and monitoring requirements (section 11).***

4. Purpose of Grant Funding

The Council provides grants to assist the development of a vibrant voluntary and community sector that delivers projects and activities of value to the local community.

Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in applications for funding.

The Council will require that all grant awards support Council objectives. The specific objectives to be supported will be made clear in all publicity relating to each grant opportunity. Demonstrating support of Council objectives may include:

- a) ***linking grant awards to an approved list of Council priorities, (please see Website for the current list of priorities). The Council also reserve the option of including LSP or other priorities as identified by Redditch Borough Council***
- b) the Council choosing one or more specific outcomes in advance that will be achieved with the grant award. This will be particularly appropriate for individual departments wishing to make grants available to support the delivery of a particular service aim.

5. Which Organisations are eligible to apply for a Grant?

- 5.1 In order to be eligible to apply for a grant, an organisation must be able to prove that:
- a) it is voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
 - b) it has a democratic structure and can demonstrate effective management of the organisation's business;
 - c) it has a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from the account;
 - d) it operates in the Borough of Redditch on behalf of Borough residents;
 - e) it can demonstrate the need for financial assistance. An organisation will not normally be eligible for grant assistance if it holds reserves in excess of six months' average expenditure, unless the Council is satisfied that this position is justified by the organisation's reserves policy. Reserves are defined as those assets in the unrestricted funds of an organisation that can be made available for all or any of the organisation's purposes, once known commitments and planned expenditure have been provided for;
 - f) it can demonstrate the service it is providing by giving details of its activities and the number of people it is in contact with;
 - g) it meets all applicable legal requirements;
 - h) it actively promotes equality issues within its structure and operations;
 - i) all previous grants received from Redditch Borough Council have been spent in accordance with the grant award conditions attached to them.
- 5.2 The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
- 5.3 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.

6. What will and will not be funded by a grant

- 6.1 Grant aid will only be considered for work that will be undertaken in the Borough of Redditch, and/or will be wholly or principally for the direct benefit of residents of the Borough of Redditch.
- 6.2 Grants cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought, **this will include consultancy and brokering fees.**
- 6.3 Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been spent as outlined in the grant application form as amended by the final grant offer letter for example by providing receipts.
- 6.4 Full cost recovery will not be considered for any grant awarded for projects under £5,000.
- 6.5 [Redditch Borough Council does not part fund Voluntary & Community Sector Grant applications.](#)

7. Risk considerations in grant giving

- 7.1 The Council has a duty to ensure that best use is made of its resources. This section considers risk in grant giving related to failure to achieve best use of Council resources. It does not consider risk assessment of, for example, items related to health and safety, which should form part of the grant assessment criteria as outlined in paragraph 9.6.
- 7.2 The Council acknowledges that the creativity and innovation of the voluntary sector can carry risks for non-delivery, for example where a new idea does not work out as intended.
- 7.3 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.
- 7.4 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, a grant limit of £5,000 will apply to:
- a) organisations that have been in existence for less than one year;
 - b) organisations that do not have audited accounts;

- c) organisations that are not registered with either the Charity Commission or Companies House, or other appropriate government regulator;
- d) innovative pieces of work testing a new approach to service delivery.

7.5 Assessment of all voluntary and community sector grants made by the Council will look more favourably on applications that:

- a) have a strong evidence base of need;
- b) provide strong evidence that the proposed approach is likely to achieve the desired outcomes;
- c) do not contain high revenue costs that cannot be sustained;
- d) demonstrate how a lasting benefit will be achieved.

7.6 The higher the sum of money applied for, the greater the need for applications to:

- a) be from organisations with a good track record of delivery;
- b) be from organisations with a range of funding streams;
- c) meet wider aims and objectives of the Council;
- d) support delivery of Redditch Sustainable Community Strategy or other appropriate document;
- e) demonstrate co-operative working relationships with other organisations.

7.7 Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded. General guidelines for payment schedules are:

- a) Grants of a total of £1,000 or less will be paid in full in advance of the project being delivered, payment will be made to successful applicants within 1 month of the submission deadline date, with monitoring information required following the project; **unless the projects delivery timescales dictate the funding be paid in full.**
- b) Grants of between £1,000 and £10,000 will be paid in two instalments of 50% each. The first instalment will be paid in advance of the project being delivered. The second instalment will be paid after satisfactory monitoring information has been supplied on the progress of the project. For projects lasting one year, the second instalment will usually be due to be paid six months after the start of the project.
- c) Grants in excess of £10,000 will be paid by quarterly instalments in advance of project activity. Each instalment

- will only be released after satisfactory monitoring information has been supplied on progress of the project.
- d) Grant applications to the Voluntary & Community Grant Programme will not be part funded.

8. Grant Conditions

- 8.1 Information on the conditions that will apply to a grant will be made available to applicants before they apply.
- 8.2 Monitoring information will be required on all grants, as outlined in section 11.
- 8.3 All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the final grant award is made. No changes will be made after this time.
- 8.4 Monitoring will be signed off by Grants Officer before each quarter payment is due, with any concerns being discussed with Chair of Grants Panel or Head of Service.

9. Assessment Process

- 9.1 Themes and the percentage of funding allocated for the 'Investing' and 'Giving' elements will be set prior to November by the executive Committee for projects commencing after the 1st April of the following year.
- 9.2 All opportunities for Voluntary and Community Sector grant funding from Redditch Borough Council will be openly advertised using a minimum of:
- Notice of the opportunity on the 'Voluntary Sector Support' section of the Redditch Borough Council website;
 - Notice of the opportunity circulated among an appropriate network or infrastructure organisation.
- 9.3 In addition to the minimum requirements outlined in paragraph 9.1, other advertising may be undertaken to promote grant opportunities as openly as possible.
- 9.4 Information provided to grant applicants will include as a minimum:
- The amount of money that is available in total;
 - The minimum and maximum amount of money that is available to each applicant;

- Clear information on the purposes for which funding is offered;
- Clear information on eligibility criteria;
- Details of the full assessment criteria against which applications will be judged;
- A full list of conditions that will apply to the grant, including payment schedules and required monitoring information;
- The deadline by which applications must be submitted;
- The date by which applicants will be informed of the outcome of their application.

Grant application forms will be made available in paper and electronic formats.

- 9.5 Applicants must complete a Standard Application form and provide relevant supporting documents. This is to ensure objective assessment of all grant applications. The Council will not award any grant to an organisation whose application has not been formally assessed.
- 9.6 All grant applications will be assessed using pre-selected assessment criteria. The details of the assessment criteria will be made available to all applicants before they apply for funding. The assessment criteria will be chosen as relevant for the funding opportunity, but as a minimum will include:
- Clear outline of how the purposes for which the grant is made available will be met;
 - The outcome(s) that the proposal will achieve;
 - The structure and delivery plan that will support the achievement of the stated outcomes;
 - The clarity of the proposal's financial outline;
 - The organisation's ability to successfully manage finance, evidenced by submission of accounts, bank statements and cash flow forecasts as appropriate;
 - The approach to health and safety, duty of care, and other appropriate best practice requirements, and the organisation's ability to successfully manage these on the project;
 - The sustainability of work after the period of grant aid.
- 9.7 All assessment criteria will be based on meeting need within the community. There will be no pre-determined demographic allocation of funds. Some funding opportunities may be restricted to a particular delivery area, e.g. to a specific ward, but only where this is to address a specific identified need.
- 9.8 Full cost recovery is the process of sharing an organisation's core costs proportionately between its projects and areas of work. The

Council supports the principle of full cost recovery for all grants over £5,000. However, applicants must provide clear explanations and justification for all calculations related to full cost recovery, which will be judged on a case by case basis.

- 9.9 All grant applications will be assessed by the Council's Grants Panel. The Grants Panel will consist of a minimum of five elected Members, with a minimum of three Members required to make decisions regarding grant awards. Conflicts of interest will be recorded, and members with a conflict of interest for a particular grant round will not participate in the assessment of any application in that grant round.
- 9.10 The Grants Panel will receive appropriate training in grant assessment, and will be supported by at least one officer with appropriate knowledge and expertise in the area for which the grant is being offered.
- 9.11 The Grants Panel will report its recommended decisions on grant applications to the Council's Executive Committee for approval.
- 9.12 Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application.
- 9.13 Appeals against the process used to award a grant will be dealt with using Redditch Borough Council's complaints procedure. ***The Head of Community Services will handle the initial complaint.*** There is no right of appeal as to the decision itself.
- 9.14 All applications to the Stronger Communities Grants will be assessed by the Grants Panel with the Head of Community Services having final approval of applications to the Stronger Communities Grants.

10. Assessment Timescales

- 10.1 Other opportunities may be made available to apply for grants, for example from individual Council services seeking to deliver a specific objective. In all cases, there will be a minimum of three weeks from announcement of the grants opportunity to the closing date for applications, and a maximum of 12 weeks from the closing date for applications to applicants receiving notification of the outcome. The length of the bidding process will be proportionate to the type and value of the grant.
- 10.2 Approval timescales will be indicated year on year in conjunction with launch & deadline timescales for the current Grants programme. These will apply to projects commencing 1st April of the following year – allowing successful applicants to place the project into their delivery calendar and to apply for match funding grants and giving unsuccessful applicants feedback and enough time to secure funding from alternative channels.

11. Monitoring

- 11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final confirmation of a grant award is made.
- 11.2 All Grant panel members will be offered a training support package to ensure they are up to date with current trends and policies within the grant giving arena that affect the VCS.**
- 11.2 All grant recipients will be required to attend Quarterly monitoring workshops. These will be delivered to gauge the outcomes and effectiveness of the funding is consistent with the Funding application.**
- 11.3 A quarterly breakdown of the funding expenditure is submitted to the Grants team for review.**
- 11.4 Receipts and other monitoring information must be submitted to the Council as proof of spend within six months of the grant being received by the organisation (till slips, credit card vouchers, photocopied or altered receipts will not be accepted).
- 11.5 The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

12. Collaborative Working

- 12.1 The Council recognises the potential benefits of working collaboratively with other funders. The Council will investigate all opportunities for working with other funders where this will provide a better use of Council resources.
- 12.2 Working with Economic Development the Grants Officer will work with the Local VCS to highlight and advertise all tendering and procurement opportunities available to the Sector.**
- 12.3 The Grants Officer will engage with the VCS to initiate partnership working with the Sector itself.**
- 12.4 To enable the collaborative working to take place with both external funders and our local VCS organisations/groups, it will be agreed on a year on year basis for a fund of £2000.00 to be allocated from the grants fund for the Grants team to enable delivery of:**
- **Workshops, Networking and promotional events**

- ***Advertising and communication support***
- ***Newsletters: and***
- ***Support packages***

DRAFT



Overview and Scrutiny Committee

Tuesday, 14th August, 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

Also Present:

Councillors Alan Mason and Yvonne Smith

Officers:

L Hadley, T Kristunas, D Poole, J Staniland, M Stanley and A de Warr

Democratic Services Officers:

J Bayley and M Craggs

47. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

48. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

49. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on Tuesday 17th July be approved as a true and correct record of the meeting and signed by the Chair.

50. ACCESS FOR DISABLED PEOPLE TASK GROUP - FINAL REPORT

On behalf of the review group, Councillors Andrew Fry and Alan Mason provided the Committee with a presentation which summarised the additional work that had been undertaken since

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Chair

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initial report on the subject was considered by Members on 17th April 2012.

Members and Officers raised a number of points about the content of the review.

Parking in the Former Covered Market Area:

Concern was expressed that there was a potential for pedestrian and vehicle conflict if the former covered market area was used for disabled parking and as a collection and delivery point by Dial-a-Ride vehicles.

To minimise the risks to pedestrians the group had suggested that Fountain's Passage could be closed. However, the Committee was advised that Fountain's Passage was used by staff in the Kingfisher Centre as a fire exit route. Closure of Fountain's Passage could, therefore, potentially create a fire safety hazard.

Members noted that there was the potential to develop commercial operations in the former covered market area, which was designated in existing planning policies for retail development. As part of this process it was noted that a portion of the £100,000 allocated by the Department for Communities and Local Government (DCLG) to the Redditch Town Centre Partnership could be used to support small business initiatives.

The group had considered the proposal and potential barriers in detail. However, Members were advised that additional consultation with representatives of the Fire Authority and local businesses would be useful prior to any decision being taken on the matter. Members therefore concluded that further review work should be undertaken on this subject by Officers.

Collection and Delivery Points – Dial a Ride

Members expressed concern that Dial-a-Ride vehicles were not permitted to stop in disabled parking bays unless a Blue Badge could be displayed at the front of the vehicle. The general purpose of Dial-a-Ride vehicles, it was suggested, in terms of providing a service for people with mobility problems should be sufficient for a short stay car parking permit. However, Officers explained that a consistent approach had to be applied to the application of the parking rules in areas subject to the civil parking enforcement scheme and unfortunately Dial a Ride vehicles were not considered to be eligible.

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Taxis

Having heard that the Council's Taxi Licensing Committee had recently agreed that three inspection tests should be required for licensed taxi vehicles the group accepted that the relevant requirement within the recommendation should be increased from two tests to three.

Tactile Signage

Officers suggested that funding for the installation of tactile signage in the town centre should be limited to Section 106 funding. The suggestion had been made that funding could also be derived from a new Community Infrastructure Levy (CIL) Charging Levy. However, as the arrangements for this levy remained to be clarified Members agreed to remove references to this fund from the final report.

Changing Places Toilet

The Committee was advised that following publication of the group's draft report Members had learned that evidence provided by an expert witness on the subject of a changing places toilet, had subsequently proved to be incorrect. For this reason Members agreed to remove a recommendation that had referred to this facility.

RNIB React system

The group had also been proposing that the RNIB React system, a signage system that could provide guidance to people who were blind or visually impaired, be activated in the Kingfisher Shopping Centre, as this system had been included in the original design of the centre. However, following publication of the report Members had been advised that appropriate maintenance process for the system and management arrangements remained to be clarified. For this reason it was agreed that further work was required to address the issue.

Task Group – Chairing Arrangements

Concerns were expressed about the Council's current constitutional requirement that only members of the Overview and Scrutiny Committee could be allowed to Chair scrutiny reviews. This requirement had necessitated changes to the chairing arrangements for the review from May 2012 which had implications for the continuity of the exercise. For this reason it was suggested

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that the matter should be investigated further by the Constitutional Review Working Party.

Concluding Remarks

The Chair thanked Members of the group for their hard work. The group had welcomed the opportunity to complete the review and it was hoped that Members' recommendations would improve the experience for disabled people visiting Redditch town centre.

RECOMMENDED that

DISABLED PARKING

- 1) **a user friendly version of the map (detailed in Appendix E of the main report) demonstrating the location of disabled parking spaces and Shopmobility in Redditch town centre should be produced and promoted on the Council's website, on the Redditch Matters e-magazine and on the Palace Theatre's website and should be promoted to local businesses to use;**
 - a) **the contents of this map should be reviewed every twelve months to ensure that the information remains accurate;**
- 2) **Redditch Borough Council should work with the Redditch Town Centre Partnership, Worcestershire County Council's Highways Department and the Kingfisher Shopping Centre to introduce collection and delivery points in the town centre that could be used by vehicles transporting people with disabilities;**

TAXI SERVICES

- 3) **taxi companies should be offered licences to operate adapted vehicles for a longer period of time than standard vehicles to incentivise taxi firms to increase the number of adapted vehicles in their fleets. The vehicles should be permitted to operate for these lengthier periods of time subject to passing the three inspection tests and the MOT that the Council's licensing regime requires for each vehicle;**
- 4) **taxi drivers should be offered disability awareness training, which would include information about manually assisting people with disabilities, by Redditch Borough Council;**

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BUSES

- 5) **Worcestershire County Council's Transport Department should work with local bus operators to apply for any future Better Buses Area Funding from the Department for Transport to finance the installation of audio-visual equipment on buses operating in Redditch Borough;**

GENERAL RECOMMENDATIONS

- 6) **a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council;**
- 7) **ward Members should be made aware that they can use their knowledge of the local community to assess the condition of the pavements and dropped kerbs located in their wards and report their findings for the consideration of Worcestershire County Council's Highways Department and Redditch Borough Council's Environmental Services;**
- 8) **the Council's Planning Department should consider arranging for funding from Section 106 agreements to be allocated to the installation of tactile signage in the town centre for the use of people with sensory impairments;**
- 9) **Redditch Town Centre Partnership work with the Kingfisher Shopping Centre to introduce additional seating in the Kingfisher Shopping Centre, involving an investigation of the ergonomics of the seating provided;**
- 10) **Officers undertake further work into the following areas that should be reported for the consideration of the Overview and Scrutiny Committee and Executive Committee at a later date:**
 - a) **a review of the potential to install a canopy over the ramp access to Shopmobility;**
 - b) **a joint review in partnership with Apollo 2000 of the potential for the Council to undertake landscaping work in the company's car park in return for using the car park as a collection and delivery point for Dial a Ride vehicles;**
 - c) **a joint review with the Kingfisher Shopping Centre, concerning the potential activation of the RNIB React system in the centre; and**

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- d) a review of the implications of introducing disabled parking spaces and a Dial a Ride collection and delivery point in the former covered market area, as detailed in Appendix E.

RESOLVED that

- 1) the Overview and Scrutiny Committee should receive the following update reports in six months time:
 - a) an update concerning the support provided by Officers to the Redditch Disabled Access Group in relation to disability issues; and;
 - b) a report monitoring the implementation of the Group's recommendations; and
- 2) the report be noted.

51. YOUTH EMPLOYED BY REDDITCH BOROUGH COUNCIL

Officers presented a report which updated Members on the number of staff aged under thirty years employed by Redditch Borough Council. The Committee was also advised about the current initiatives in place to increase and improve youth employment.

A Member suggested that the Council explore with local schools the possibility of covering a proportion of travelling costs for students undertaking a work experience placement at the Council. This could provide useful assistance as the Council did not currently possess a specific funding stream to cover these costs itself.

RESOLVED that

the report be noted.

52. CAPITAL OUTTURN REPORT 2011/12

Members received a report which outlined the Council's actual expenditure and funding of the capital programme for 2011/12.

The report was considered in detail. In particular, Members noted that information about the costs for the new telephone system referred to completed installation arrangements. It was expected that additional funding would be required to resolve any remaining functionality issues.

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RESOLVED that

the report be noted.

53. REVENUE OUTTURN REPORT 2011/12

Officers presented a report which outlined the Council's overall revenue outturn for the 2011/12 financial year.

RESOLVED that

the report be noted.

54. PORTFOLIO HOLDER ANNUAL REPORT - WRITTEN REPORT - CORPORATE MANAGEMENT

The Committee proposed the following list of questions for the consideration of the Portfolio Holder for Corporate Management, Councillor Phil Mould, ahead of his appearance before the Committee in September 2012.

- 1) Please could you outline what you consider to be:
 - a) The successes within the remit of your Portfolio?
 - b) Areas of concern within the remit of your portfolio?
- 2) What are your long-term plans for:
 - a) The REDI Centre?
 - b) The Anchorage?
- 3) How will the implementation of new ICT systems at the Council impact on the service delivered to customers?
- 4) Following transformation of the services within your remit:
 - a) How will the Council deliver solutions for customers?
 - b) Where will the funding for these solutions be obtained from?
 - c) Will any cuts have to be made?
- 5) How is the Council mitigating the risks involved in reducing the budget available for maintenance of Council properties?
 - a) What are the current methods used for assessing these risks?
- 6) Does the Council undertake an annual inventory of telephone, ICT systems and PAT testing?

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- a) If so how does this work?
- b) What are the current figures for use of Redditch Borough Council telephone and ICT equipment?

RESOLVED that

- 1) **the questions detailed in the preamble above be addressed by the Portfolio Holder for Corporate Management during his annual report to the Committee on Tuesday 11th September 2012; and**
- 2) **the report be noted.**

55. ACTIONS LIST

Members noted that a briefing note on the subject of taxi vehicles' road worthiness had very recently been circulated to Members as requested.

RESOLVED that

the Committee's Actions List be noted.

56. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee received the minutes of the Executive Committee meeting held on 24th July 2012 and considered the latest edition of the Forward Plan.

Officers explained that the new edition of the Forward Plan was due to be published on 15th August and would subsequently be circulated for Members' consideration.

RESOLVED that

the minutes of the meeting of the Executive Committee held on 24th July 2012 and the Forward Plan be noted.

57. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents.

58. TASK AND FINISH GROUPS - PROGRESS REPORTS

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

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a) Access for Disabled People – Chair, Councillor Andy Fry

There was no further update.

b) Concessionary Rents Short, Sharp Pre-Scrutiny Review – Councillors Andrew Brazier and Juliet Brunner

Members were informed that good progress had been made with the review and the Councillors were on target to present their findings on 11th September 2012.

c) Redditch Market – Chair, Councillor Andrew Brazier

Councillor Brazier explained that the Group would soon be meeting with representatives from the North Worcestershire Economic Development Unit to discuss what Officers had undertaken to improve the market place in Redditch since assuming responsibility the year before. Members of the group were also due to visit another market within the region to witness how it had been revitalised.

d) Sickness Policy Short, Sharp Pre-Scrutiny Review – Councillors John Fisher and Pat Witherspoon

Councillor Witherspoon informed Members that the review had been progressing and a number of meetings had taken place. The Councillors were due to meet with the relevant Portfolio Holder, Councillor Phil Mould, before the report would be prepared for the next Committee meeting on 11th September 2012.

The participating Councillors on the short, sharp reviews thanked the relevant Democratic Services Officers for their hard work and support during a busy period.

RESOLVED that

the update reports be noted.

59. REFERRALS

There were no referrals.

60. WORK PROGRAMME

RESOLVED that

the Committee's Work Programme be noted.

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Tuesday, 14th August, 2012

The Meeting commenced at 7.00 pm
and closed at 9.05 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th September 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**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (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. Next meeting – to be arranged
2.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr John Fisher John Staniland / Georgina Harris	Last meeting – 20th August 2012.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****18th September 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: <u>Cllr Rebecca Blake</u> John Staniland / Ruth Bamford	Last meeting – 28th August 2012 Next meetings – 18th September and 16th October 2012

B. OTHER MEETINGS

5.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Next meeting – Date to be established.
6.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones / Michael Craggs	Last meeting – 23rd July 2012.
7.	Grants Panel	Chair: <u>Cllr David Bush</u> / Vice-Chair: <u>Cllr Greg Chance</u> Angie Heighway	Last Meeting – September 2012
8.	Procurement Group	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Jayne Pickering / Teresa Kristunas	In abeyance pending Transformation.

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

18th September 2012

9.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 17 th September 2012
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AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th September 2012

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
27th January 2010		
Cllr Hartnett / R Dunne	Single Equalities Scheme 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.
21st May 2011		
Cllr Mould / T Kristunas	Review of Lease - 21 and 21a Salters Lane Officers to prepare a report on a policy regarding the granting of concessionary rents.	Policy to be submitted to the meeting of the Committee on 16th October 2012.
13th September 2011		
Cllr Mould / T Kristunas	Review of Lease - Unit 1, Matchborough Centre 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 the meeting of the Committee on 16th October 2012.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th September 2012

20th February 2012		
Cllr Mould / S Jones	<p>Independent Remuneration Panel for Worcestershire District Councils - Annual Report and Recommendations for 2012-13</p> <p>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.</p>	Last meeting held on 16th July 2012.
21st February 2012		
Cllr Shurmer / Cllr Mould / L Tompkin / T Kristunas	<p>Housing Revenue Account - Outcome of Review</p> <p>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.</p>	Last meeting held 17th July 2012. Update report to Leaders Group September 2012.
24th April 2012		
Cllr Stephens / J Godwin / A Heighway / J Willis	<p>Youth Services Provision Task Group</p> <p>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.</p>	This report will be presented to Overview & Scrutiny Committee on 11th September 2012.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th September 2012

24th July 2012		
Cllr Mould / J Pickering / T Kristunas	<p>Capital Programme Outturn 2011/12</p> <p>Officers undertook to clarify underspends outlined in Appendix 1 regarding the following:</p> <p>C1241 Solid Wall Insulation C2000 Home Repairs Grant (Over 60's) C2001 Disabled Facilities Grant C2303 Energy & Efficiency installs</p>	Detailed clarification of these points compiled for submission to Members.
<u>Note:</u>	<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 21/08/2012

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

Document is Restricted

