

Executive Committee

Tue 20 Nov
2012
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

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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

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.



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20th November 2012

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

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

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 6) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on</p> <p>(Minutes attached)</p>
<p>5. Sickness Absence Policy Policy and Disciplinary Policy - Review (Pages 7 - 36) Head of Finance and Resources</p>	<p>To seek approval of the revisions to the Sickness Absence Policy and Disciplinary Policy.</p> <p>(Report attached)</p> <p>(Extract of the minutes of the meeting and report of the Overview and Scrutiny Committee - 6th November 2012 attached)</p> <p>(No Direct Ward Relevance);</p>
<p>6. Access to Information Rules - Review (Pages 37 - 54) Head of Legal, Equalities and Democratic Services</p>	<p>To consider and approve a review of the Access to Information Rules for the Executive Committee.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>

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<p>7. Quarterly Customer Service Monitoring - Quarter 2 - July to November 2012</p> <p>(Pages 55 - 70)</p> <p>Head of Customer Services</p>	<p>To consider a report which provides and update on Customer Services.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>
<p>8. Quarterly Budget Monitoring - Quarter 2 - July to September 2012</p> <p>(Pages 71 - 78)</p> <p>Head of Finance and Resources</p>	<p>To provide Members with an overview of the budget, including the achievement of approved savings as at the end of Quarter 2, 2012/13.</p> <p>(Report attached)</p> <p>All Wards;</p>
<p>9. Quarterly Monitoring - Write Off of Debts - Quarter 2 - July to September 2012</p> <p>(Pages 79 - 86)</p> <p>Head of Finance and Resources</p>	<p>To consider the action taken by Officers with respect to the write off of debts during the second quarter of 2012/13 and to note the profile of outstanding debt.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>
<p>10. Overview and Scrutiny Committee</p> <p>(Pages 87 - 96)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 9th October 2012.</p> <p>There are recommendations to consider.</p> <p>(Minutes attached)</p>
<p>11. Shared Services Board</p> <p>(Pages 97 - 100)</p>	<p>To receive the minutes of the meeting of the Shared Services Board held on 12th July 2012.</p> <p>(Minutes attached)</p>
<p>12. Worcestershire Shared Services Joint Committee</p> <p>(Pages 101 - 106)</p>	<p>To receive and consider the minutes of the most recent meeting of Worcestershire Shared Service Joint Committee.</p> <p>(Minutes attached)</p>

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<p>13. 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>
<p>14. Advisory Panels - update report</p> <p>(Pages 107 - 110)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p>
<p>15. Action Monitoring</p> <p>(Pages 111 - 112)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p>
<p>16. 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>;

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	<ul style="list-style-type: none">• 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>
17. Confidential Minutes / Referrals (if any)	To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).