

Executive Committee

Tuesday 18th December
2012
7.00 pm

Committee Room 2
Town Hall
Redditch



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- 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
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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.

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The emergency Assembly Area is on Walter Stranz Square.



Executive

Committee

18th December 2012

7.00 pm

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 - 8) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 20th November 2012.</p> <p>(Minutes attached)</p>
<p>5. Medium Term Financial Plan 2013/14 - 2015/16 Exec Director (Finance and Corporate Resources)</p>	<p>To consider an update on the budget position for 2013/14 – 2015/16.</p> <p>(Oral report)</p> <p>All Wards;</p>
<p>6. Gambling Act 2005 - Review of Statement of Principles (Pages 9 - 30) Head of Worcestershire Regulatory Services</p>	<p>To consider the outcome of the recent consultation exercise undertaken with stakeholders in relation to the 2013 -2016 Statement of Gambling Principles.</p> <p>(Report attached)</p> <p>All Wards;</p>

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<p>7. Tenancy Strategy and Policy 2012 - 2014</p> <p>(Pages 31 - 50)</p> <p>Head of Planning and Regeneration, Head of Environmental Services</p>	<p>To seek approval for a Tenancy Strategy and Policy 2012 – 2014.</p> <p>(Report attached)</p> <p>All Wards;</p>
<p>8. Worcestershire Homelessness Strategy</p> <p>(Pages 51 - 56)</p> <p>Head of Community Services</p>	<p>To consider a revised and updated Worcestershire County Homelessness Strategy.</p> <p>(Report attached – appendix available in Party Group rooms or via the Council’s website)</p> <p>All Wards;</p>
<p>9. Kickstart Scheme</p> <p>(Pages 57 - 70)</p> <p>Deputy Chief Executive & Executive Director - Leisure, Environmental and Community Services</p>	<p>To consider a report on the imminent winding up of the loan company associated with the Kickstart Scheme and the need for the Council to enter into a legal agreement for the assignment of the loans before the company stops trading.</p> <p>(Report attached)</p> <p>All Wards;</p>
<p>10. Town Centre Landscape Improvements</p> <p>(Pages 71 - 74)</p> <p>Head of Planning and Regeneration, Head of Environmental Services</p>	<p>To consider a report detailing proposed options for Town Centre Landscape Improvements (including Church Green).</p> <p>(Report attached – appendix to follow)</p> <p>(Abbey Ward);</p>
<p>11. Street Naming and Numbering - Review of Policy</p> <p>(Pages 75 - 110)</p> <p>Head of Business Transformation</p>	<p>To seek approval for a revision to the policy on Street Naming and Numbering in the Borough.</p> <p>(Report attached)</p> <p>All Wards;</p>
<p>12. Policy for Leases of Council Land and Property at a Concessionary Rent</p> <p>(Pages 111 - 116)</p> <p>Head of Finance and Resources</p>	<p>To consider a draft policy for the granting of rent relief/concessionary rents to voluntary sector organisations.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>

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<p>13. Matchborough East Community Centre Transfer</p> <p>(Pages 117 - 126)</p> <p>Head of Leisure and Cultural Services</p>	<p>To consider the transfer of Matchborough East Community Centre to a Community Interest Company.</p> <p>(Report attached)</p> <p>(Matchborough Ward);</p>
<p>14. Quarterly Sickness Monitoring - Quarter 2 - July to September 2012</p> <p>(Pages 127 - 136)</p>	<p>To consider a report which provides and update on sickness monitoring.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>
<p>15. Overview and Scrutiny Committee</p> <p>(Pages 137 - 150)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 6th November 2012</p> <p>There are no outstanding recommendations to consider.</p> <p>(Minutes attached)</p>
<p>16. Worcestershire Shared Services Joint Committee</p> <p>(Pages 151 - 156)</p>	<p>To consider the minutes of the most recent meeting of the Worcestershire Shared Services Joint Committee held on 22nd November 2012.</p> <p>(Minutes attached)</p>
<p>17. 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>18. Advisory Panels - update report</p> <p>(Pages 157 - 160)</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>19. Action Monitoring</p> <p>(Pages 161 - 162)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p>

20. Exclusion of the Public

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

“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”

These paragraphs are as follows:

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

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;

may need to be considered as ‘exempt’.

21. Confidential Minutes / Referrals (if any)

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).



Executive Committee

20th November 2012

MINUTES

Present:

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

Officers:

K Dicks, C Flanagan, S Jones, J Pickering and M Stanley

Committee Services Officer:

I Westmore

92. APOLOGIES

Apologies for absence were received on behalf of Councillor Carole Gandy.

93. DECLARATIONS OF INTEREST

There were no declarations of interest.

94. LEADER'S ANNOUNCEMENTS

The Leader advised that the following item of business, scheduled on the Executive Work Programme to be dealt with at this meeting, had been rescheduled to a later meeting of the Committee:

- Concessionary Rents Policy.

95. MINUTES

It was noted that answers to the questions requested in respect of the Concessionary Fares Item (Minute 84) had now been circulated to members of the Committee.

RESOLVED that

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Chair

the minutes of the meeting of the Executive Committee held on 16th October 2012 be confirmed as a correct record and signed by the Chair.

96. SICKNESS ABSENCE POLICY AND DISCIPLINARY POLICY - REVIEW

The Committee received a report which proposed revisions to the Sickness Absence Policy and the Disciplinary Policy. Members' attention was also drawn to the report and recommendations from the Overview and Scrutiny Committee in this regard. The Sickness Absence Policy was designed to support staff and be effective as a management tool. One aspect of the Policy to be reviewed was the process for the management of long-term sickness absence and the Disciplinary Policy had been amended as a consequence to ensure the two Policies were consistent with each other. Following some consideration it was proposed that Members retain their involvement in the Appeals process that was open to Officers who were aggrieved at a decision taken under either of these Policies that they be dismissed.

The Committee welcomed and supported the report and the proposed Policies. The Committee also thanked the Sickness Policy Pre-Scrutiny Short Sharp Review Group for its report. Members were content to support the recommendations made by that Group in the report which had been submitted to the Overview and Scrutiny Committee on 6th November as detailed below.

In response to an enquiry from Members, it was reported that the concept of 'duvet days', or 'network days' which were apparently available in some employment sectors, was known to Officers, but Officers were not convinced that any additional time off for staff was warranted, given the relatively generous leave entitlement already offered. Members were keen that the point made at Paragraph 3.8 g) in the report be extended to cover conditions that were as similarly life-threatening as cancer.

RECOMMENDED that

- 1) the revisions to the Sickness Absence Policy and Disciplinary Policy attached to the report at Appendix 1 and 2, and detailed at 3.7 and 3.9 be approved and adopted;**
- 2) the additional procedural guidance proposed for inclusion in the Sickness Absence Policy as detailed in the report at 3.8 be noted, subject to the extension of the description in Paragraph 3.8 g) to include conditions "such as" cancer;**

- 3) authority be delegated to the Head of Legal & Democratic Services to make the necessary changes to the scheme of delegations required to implement the proposed changes; and

RESOLVED that

- 4) the Council's Sickness Absence Policy be updated and reduced in length, in order to clarify the structure and process for managing both short-term and long-term sickness absences;
- 5) the terminology used in the policy be sensitive to the needs of staff experiencing sickness;
- 6) an A5 laminated guide to the Council's Sickness Absence Policy be provided for the use of managers and staff;
- 7) all changes to the Council's Sickness Absence Policy be communicated to managers and staff;
- 8) the Sickness Absence Policy be included in the induction process for new staff and managers employed by the Council;
- 9) staff and managers receive regular refresher training;
- 10) the Sickness Absence Policy be applied consistently to staff across all service areas, and managers be encouraged, recognising individual circumstances and different working environments to apply the policy appropriately;
- 11) the occupational health service available to staff experiencing sickness be reviewed; and
- 12) communication form an integral part of the transformation process to ensure that staff understand the reasons for changes made to services as part of the transformation process and how transformation may impact on them.

97. ACCESS TO INFORMATION RULES - REVIEW

A report was considered which detailed a number of changes that had recently come about as a result of Regulations issued under the Localism Act 2011. The more obvious changes were with respect to the Council's obligations in connection with what had

formerly been called the Forward Plan of Key Decisions to be taken by the Executive Committee.

Officers proposed that measures be adopted in such a way that the change to current practices would not be too significant whilst still doing enough to comply with the Regulations. Members generally supported the approach that was being taken by Officers and were content that there were not reported to be any direct financial implications arising from the proposals.

RECOMMENDED that

the revised Access to Information Rules be approved for inclusion in the Council's constitution.

98. QUARTERLY CUSTOMER SERVICE MONITORING - QUARTER 2 - JULY TO NOVEMBER 2012

The Committee received a report that provided Members with details of customer feedback data for the second quarter of 2012/13.

The Committee was very pleased with the report, noting that the numbers of both compliments and complaints had increased compared to both the same quarter the previous year and the previous quarter this current year. Members were very much of the opinion that complaints were a useful tool for driving improvements and noted the positive measures that had taken place in Housing Repairs and Maintenance as a result of Transformation.

In response to a Member query as to the proportion of payments detailed in the table on page 68 of the report which had been received electronically, Officers undertook to report back to the Committee in due course with that information.

RESOLVED that

the update for the period 1st July – 30th September be noted.

99. QUARTERLY BUDGET MONITORING - QUARTER 2 - JULY TO SEPTEMBER 2012

The Committee received the report on the previous quarter's Budget position. Officers highlighted the fact that this was the first occasion on which Members were being presented with a projected year-end position. Current indications were that there was expected to be a shortfall of £48,000 by the end of the current year. Heads of Service were tasked with identifying means of addressing this

shortfall prior to the year-end. Capital spending was reported to be in line with projections.

Members were updated on the spend on the Disabled Facilities Grants. It was noted that there was going to be a significant underspend on this budget although this did not reflect a fall-off in the numbers of applications for Grants but rather a drop in the value of the Grants being sought.

RESOLVED that

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

100. QUARTERLY MONITORING - WRITE OFF OF DEBTS - QUARTER 2 - JULY TO SEPTEMBER 2012

Members considered the quarterly report detailing the action taken in relation to the write off of debts and the collection of outstanding debt.

The Committee was heartened to see that the level of debt from previous years was falling consistently quarter by quarter. There was some concern that the introduction of Universal Credits would have an adverse impact on these figures and Members questioned whether there was a contingency in place. Officers confirmed that no such contingency existed at the present time but that Members would be required to make a judgement on the level of bad debt provision in due course. In addition, a report was due to be submitted to the January meeting outlining plans for providing crisis loans to local residents.

It was stated that the Citizen's Advice Bureau had not yet made any approaches to the Council for additional grant funding for an increased workload. It was hoped that Council Officers might be equipped with the necessary skills to pick up some of the expected burden.

RESOLVED that

the contents of the report be noted.

101. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 9th October 2012. It was noted that there were two outstanding recommendations.

The Chair of the Economic Advisory Panel undertook to ensure that meetings of this body be recommenced after a short break as proposed by the Overview and Scrutiny Committee. In this respect it was noted that the Manager of the shared Economic Development team had been head-hunted by another local authority and the three Councils that made up the shared service were currently in the process of appointing a successor.

It was suggested that the recommendation in respect of the Choose How You Move project be strengthened to reflect concern that money should be targeted to the most appropriate activities.

RESOLVED that

- 1) **Redditch Borough Council Officers ensure that the most effective use be made of Choose How You Move monies in Redditch; and**
- 2) **the Economic Advisory Panel meet more frequently, the scope of the Panel be expanded and more active participation of elected Members at meetings of the Panel be promoted.**

102. SHARED SERVICES BOARD

The Committee received the Minutes arising from the most recent of the Shared Services Board.

RESOLVED that

the minutes of the meeting of the Shared Services Board held on 11th October 2012 be noted.

103. WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

The Committee received the Minutes arising from the most recent of the Worcestershire Shared Services Joint Committee.

RESOLVED that

the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 27th September 2012 be noted.

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

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

105. ADVISORY PANELS - UPDATE REPORT

The Committee received the most recent report on the activity of the Council's Advisory panels and similar bodies.

RESOLVED that

the report be noted.

106. ACTION MONITORING

The Committee received the latest Action Monitoring report.

RESOLVED that

the report be noted.

The Meeting commenced at 7.00 pm
and closed at 8.12 pm

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Chair

**EXECUTIVE
COMMITTEE**

18th December 2012

GAMBLING ACT 2005 STATEMENT OF PRINCIPLES REVIEW

Relevant Portfolio Holder	Councillor Rebecca Blake
Portfolio Holder Consulted	Yes
Relevant Head of Service	Steve Jordan – Head of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To advise members of the outcome of the recent consultation exercise undertaken with stakeholders in relation to the 2013 -2016 Statement of Gambling Principles and invite Members to make a recommendation that the updated Statement be adopted.

2. RECOMMENDATIONS

The Executive Committee is requested to **RESOLVE** that

- 1) the outcome of the consultation exercise and the views of the Council's Licensing Committee (to be reported on the night) be noted; and

RECOMMEND that

- 2) the 2013 -2016 Statement of Gambling Principles be adopted from 31st January 2013.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications associated with this report, other than statutory consultation with licence holders and other interested parties.

Legal Implications

- 3.2 Section 349 of the Gambling Act 2005 requires all licensing authorities to prepare and publish a statement of the principles that they propose to apply in exercising their functions under the Act during the three year period to which the policy applies.

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- 3.3 The statement of Policy will last for a maximum of three years but can be reviewed and revised by the authority at any time. The statement must be produced following consultation with the bodies specified in section 349(3) of the Gambling Act.
- 3.4 In addition to the legislative requirements guidance issued by the Gambling Commission sets out certain information that the Commission considered should be included in all licensing authority Statements of Policy.
- 3.5 If it is anticipated that there may be changes to the Gambling Act before the next Statement is published. Any relevant changes will be brought to the attention of the Licensing Committee by way of report.

Service / Operational Implications

- 3.6 The Gambling Act requires the Council to carry out a review of its Gambling Act 2005 – Statement of Gambling Principles which is used to determine all applications made under the terms of the Act, every three years.
- 3.7 The Council adopted its current Statement of Principles in December 2009. A review of the current document has now been completed. In conducting the review the Council as Licensing Authority consulted with all interested parties to ensure that the policy continues to reflect the local balance between the commercial interests of the licensed trade and the communities they serve and impact on.
- 3.8 The current Statement of Gambling Principles is due to expire in December 2012 and a new Statement of Principles must be in place by 31st January 2013.
- 3.9 The Statement of Gambling Principles was originally written in conjunction with the County Licensing Group representing all the district councils within Worcestershire. Since the introduction of Worcestershire Regulatory Services (WRS) in June 2010 the responsibility for overseeing gambling issues generally rests with officers from WRS.
- 3.10 A copy of the 2013 -2016 Statement of Gambling Principles is attached at **APPENDIX 1**. Officers can advise that there have been no significant changes to the legislation or guidance affecting gambling since the previous Statement of Principles was adopted by the Council. Members will see that subject to a limited number of very minor changes the new document that has been consulted on and is to be adopted is essentially the same in content as the previous version.

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3.11 Members of the Licensing Committee received an earlier report on this matter on 2nd July 2012 and authorised officers to proceed with a 12 week consultation exercise. The consultation period commenced and closed on 17th October 2012. During the Consultation process, the following bodies were consulted -

- The Chief Police Officer for the Borough
- Hereford & Worcestershire Fire Authority
- Worcestershire County Council – Child Protection
- Persons representing the interests of those carrying on gambling businesses in the Borough
- Persons representing the interests of those who are likely to be affected by the exercise of Redditch Borough Councils functions under the Gambling Act 2005.
- All Borough Councillors
- Feckenham Parish Council
- Consultation document was also featured on the Council web page.

3.12 Each Licensing Authority in Worcestershire has conducted a review of their Statement of Gambling Principles. Officers can confirm that no responses were received within the consultation period countywide.

3.13 A response was received from Redditch Community Safety Partnership which expressed concerns of a Crime and Disorder nature that so far have not been an issue in the administration of the Gambling function. Unfortunately this response was out of time and Officers explained that the Gambling Commission vetted all applicants; and that the Licensing Authority was responsible for ensuring the premises were fit for the licensable activity that the applicant intended to carry out.

4. RISK MANAGEMENT

Failure to consult on the Statement of Gambling Principles will result in the Council failing to exercise its duty under the requirements of the Gambling Act 2005.

5. APPENDICES

Appendix 1 2013 -2016 Statement of Gambling Principles

**EXECUTIVE
COMMITTEE**

18th December 2012

6. **BACKGROUND PAPERS**

Gambling Commission Guidance to Local Authorities.

AUTHOR OF REPORT

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Gambling Act 2005

Statement of Principles

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Appendices

Appendix A Map of the Borough of Redditch

Appendix B List of Consultees

Statement of Principles – Gambling Act 2005

1.0 Introduction

1.1 Redditch Borough Council is situated in the County of Worcestershire, which contains 6 District Councils in total. The Council area has a population of 78,807 (2001 Census) and covers an area of 5,435 hectares (13,430 acres) making it the smallest in the County in terms of population and area.

The Borough of Redditch consists of 2 distinct areas:-

- An essentially urban area, which includes a vibrant and thriving town centre and smaller centres within local districts; and
- An essentially rural area, which includes the villages of Astwood Bank, Feckenham, Elcocks Brook and Ham Green.

The Borough and its address districts are shown in the map at Appendix 'A'.

1.2 Redditch Borough Council's overall vision is "an enterprising community which is safe, clean and green" This statement accords with that vision in seeking to promote the licensing objectives set out in the Act, which are central to the regulatory regime created by the Act. These are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

1.3 The Licensing Authority has produced this statement as required by Section 349 of the Gambling Act 2005 (referred to in this statement as "the Act") and having had regard to the Gambling Commission's formal guidance issued under Section 25 of the Act, the licensing objectives and to the views of those that the Licensing Authority have consulted. The Licensing Authority consulted widely upon this statement before finalising and publishing. The list of those persons and organisations consulted is appended. The consultation took place between June and October 2012 in line with HM Government Code of Practice on Consultation. The policy was approved at a meeting of the Full Council on XXXXXXXXX. Should you have any comments with regards to this policy statement please send them via email or letter to: wrslicensing@worcsregservices.gov.uk.

This statement must be published at least every three years. The statement may also be reviewed from 'time to time' and any amended parts re-consulted upon.

1.4 The Licensing Authority intends that this document should provide information and guidance on the general approach that the Licensing Authority will take to licensing. A series of advice sheets with more specific guidance is available on request; advice tailored to individuals is available by phone or to personal callers.

1.5 Nothing in this policy takes away the right of any person to make an application under the Act and to have that application considered on its merits; nor does it undermine the right of any person to object to an application or to seek a review of a licence where the law provides that they may do so. Applications will be considered in line with our statement of general principles, below.

2.0 Gambling Act 2005

- 2.1 This policy reflects our key priorities to be a well managed organisation; with a vision statement of an enterprising community which is safe, clean and green to provide sustainable culture and leisure opportunities; and to work with the public and our partners.
- 2.2 The Act provides for gambling to be authorised in a number of different ways. Our main functions are to:
- licence premises for gambling activities, including the issue of provisional statements;
 - regulate and grant permits for gambling and gaming machines in clubs, including commercial clubs,
 - regulate gaming and gaming machines in alcohol licensed premises;
 - grant permits to family entertainment centres for the use of certain lower stake gaming machines;
 - grant permits for prize gaming;
 - receive and endorse notices given for the temporary use notices;
 - receive occasional use notices for betting at tracks;
 - register small societies lotteries;
 - Maintain public registers; and
 - Provide information to the Gambling Commission on issued licences.
- 2.3 The Gambling Commission regulates remote gambling and issues personal and operating licences for premises. Spread betting is regulated by the Financial Services Authority. The “National Lottery” is regulated by the National Lottery Commission.

3.0 Authorised Activities

- 3.1 ‘Gambling’ is defined in the Act as gaming, betting, or taking part in a lottery.
- gaming means playing a game of chance for a prize;
 - betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not, and
 - a lottery is an arrangement where persons are required to pay in order to take part in an arrangement whereby one or more prizes are allocated by a process which relies wholly on chance.

4.0 General Statement of Principles

- 4.1 In carrying out the licensing functions in accordance with the Act, particularly with regard to premises licences, the Licensing Authority will generally aim to permit the use of premises for gambling as long as it is considered to be :-
- in accordance with any relevant Codes of Practice issued by the Gambling Commission;
 - in accordance with any relevant Guidance issued by the Gambling Commission; in accordance with this Statement of Principles, and
 - reasonably consistent with the licensing objectives.
- 4.2 The Licensing Authority will not seek to use the Act to resolve matters that are better dealt with by other legislation. Licensing is not the primary mechanism for general control of nuisance and the antisocial behaviour of people once they are away from licensed premises.

- 4.3 The Licensing Authority will ensure that in dealing with applications under the Act the Licensing Authority follows the required procedures, and only takes into account issues that are relevant. Specifically the Licensing Authority will not have regard to “demand” when considering applications for gambling premises; nor will the Licensing Authority consider the suitability of applicants for premises licences (which is a matter for the Gambling Commission). The Licensing Authority will not reject an application on moral grounds. If the Licensing Authority decides to reject an application, the Licensing Authority will make known the reasons for doing so.
- 4.4 The Council has delegated its licensing function to its Licensing Sub-Committee and Licensing Officers. In the remainder of this Statement of Principles they are referred to collectively as the ‘Licensing Authority’.
- 4.5 Where an application is for a new premises licence, the responsible authorities may visit to check that gambling facilities meet all necessary legal requirements.
- 4.6 Where there are no representations (objections), licences and permissions will be granted subject only to any appropriate mandatory conditions (Section 167 of the Act) and any conditions having at least the effect of appropriate default conditions made under Section 168.
- 4.7 If there are objections that can't be resolved informally, or the Licensing Authority intends to impose extra conditions, the Licensing Authority will hold a public hearing at which the licensing sub-committee will hear evidence and make a decision in accordance with the Act.
- 4.8 This statement is not intended to override the right of any person to make an application under the Act, and to have that application considered on its merits. Equally, this Statement of Principles is not intended to undermine the right of any person to make representations about an application or to seek a review of a licence where provision has been made for them to do so.

5.0 Preventing gambling from being a source of crime and disorder

- 5.1 The Gambling Commission takes the leading role in preventing gambling from being a source of crime, and maintains rigorous licensing procedures aiming to prevent criminals from providing facilities for gambling. Applicants need an operating licence from the Commission before the Licensing Authority will issue a licence to use premises for gambling.
- 5.2 The Licensing Authority will not issue a premises licence to someone who does not hold an operator's licence, the Licensing Authority is not generally concerned with the suitability of an applicant. Where concerns about a person's suitability arise the Licensing Authority will bring those concerns to the attention of the Commission.
- 5.3 If an application for a licence or permit is received in relation to premises which are in an area noted for particular problems with organised crime, the Licensing Authority will, in consultation with the Police and other relevant authorities, consider whether specific controls need to be applied to prevent those premises from being a source of crime. This could include a requirement for Security Industry Authority registered door supervisors.
- 5.4 Disorder will only be considered under this Act if it amounts to activity which is more serious and disruptive than mere nuisance, and where it can be shown that gambling is the source of that disorder. A disturbance might be serious enough to constitute disorder if police assistance was required to deal with it; the Licensing Authority will then consider how

threatening the behaviour was to those who could see or hear it, and whether those people live sufficiently close to be affected or have business interests that might be affected.

5.5 “Disorder” is generally a matter for the Police; the Licensing Authority will not use this Act to deal with general nuisance issues, for example, parking problems, which can be better dealt with using alternative powers.

5.6 When making decisions relating to disorder, the Licensing Authority will give due weight to comments made by the police.

6.0 Ensuring gambling is conducted in a fair and open way

6.1 The Gambling Commission does not expect local authorities to become concerned with ensuring that gambling is conducted in a fair and open way. The Commission, through the operating and personal licensing regime, will regulate the management of the gambling business and the suitability and actions of an individual.

6.2 Because betting track operators do not need an operating licence from the Commission the Licensing Authority may, in certain circumstances, require conditions of licence relating to the suitability of the environment in which betting takes place.

7.0 Protecting children and vulnerable people from being harmed or exploited by gambling

7.1 The intention of the Act is that children and young persons should not be allowed to gamble, and should be prevented from entering those gambling premises which are ‘adult-only’ environments.

7.2 Codes of Practice, including advice about access by children and young persons may be published by the Gambling Commission for specific kinds of premises. Applicants will be expected to heed this advice where applicable.

7.3 The Licensing Authority expects steps to be taken to prevent children from taking part in, or being in close proximity to, gambling. This may include restrictions on advertising to ensure that gambling products are not aimed at children, nor advertised in such a way that makes them particularly attractive to children.

7.4 When determining a premises licence or permit the Licensing Authority will consider whether any additional measures are necessary to protect children, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises like pubs, clubs and betting tracks.

7.5 In seeking to protect vulnerable people the Licensing Authority will include people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to a mental impairment, alcohol or drugs.

7.6 The Licensing Authority will always treat each case on its own individual merits and when considering whether specific measures are required to protect children and other vulnerable people will balance these considerations against the overall principle of aiming to permit the use of premises for gambling.

8.0 Premises licences

8.1 A premises licence can authorise the provision of facilities at the following :

- casino premises
- bingo premises
- betting premises, including betting tracks
- adult gaming centres
- family entertainment centres

- 8.2 Premises can be 'any place' but the Act generally prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence provided they are for different parts of the building and those parts can be reasonably regarded as being separate 'premises'.
- 8.3 This will allow large, multiple unit premises such as tracks, shopping malls or service stations to obtain discrete premises licences, with appropriate safeguards in place. The Licensing Authority will pay particular attention if there are issues about sub-divisions of a single building or plot and mandatory conditions relating to access between premises are observed. The Licensing Authority will not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partition, can properly be regarded as different premises. Whether different parts of a building can properly be regarded as being separate premises will depend on the individual circumstances of the case.
- 8.4 A particular requirement might be for entrances and exits from parts of a building covered by one or more licences to be separate and identifiable so that the separation of the premises is not compromised and people are not allowed to 'drift' accidentally into a gambling area. It should normally be possible to access the premises without going through another licensed premises or premises with a permit. The Licensing Authority would also expect customers to be able to participate in the activity named on the premises licence.
- 8.5 The Secretary of State has appointed an independent Casino Advisory Panel to advise the Government on the areas in which small and/or large casinos may be located. The District of Redditch has not been identified as a suitable location for a casino; consequently the Licensing Authority will be prevented from granting a Casino Premises Licence.
- 8.6 The Licensing Authority will not turn down applications for premises licences where relevant objections can be dealt with through the use of licence conditions.
- 8.7 Other than an application for a betting premises licence for a track, the Licensing Authority are not able to issue a premises licence unless the applicant holds the relevant operating licence from the Gambling Commission.
- 8.8 When considering applications for premises licences the Licensing Authority will not take into account either the expected 'demand' for facilities or the likelihood of planning permission or building regulation approval being granted, as well as 'moral' objections to gambling. Equally, the grant of a premises licence would not prejudice or prevent any action that may be appropriate under the law relating to planning or building regulations.
- 8.9 The Licensing Authority are aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to our decision-making. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated.
- 8.10 The Licensing Authority will only issue a premises licence once the Licensing Authority are satisfied that the premises is ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required. If the construction of a

premises is not yet complete, or if they need alteration, or the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made.

- 8.11 The Licensing Authority will apply a two stage consideration process if there is outstanding construction or alteration works at the premises:
- should the premises be permitted to be used for gambling;
 - can appropriate conditions be imposed to cater for the situation that the premises is not yet in the state in which they should be before gambling takes place.
- 8.12 The Licensing Authority is entitled to decide whether or not it is appropriate to grant a licence subject to conditions.
- 8.13 Applicants for premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.
- 8.14 The Licensing Authority will maintain a public register of Premises Licence applications received which may be viewed at the Council Offices during normal office hours which are generally Monday – Friday 9am until 5pm.

9.0 Responsible authorities

- 9.1 Responsible authorities are identified in the legislation, and have to be notified about licence applications so that they can identify any risks. The responsible authorities that the Licensing Authority recognises are listed below, contact details for each of the responsible authorities identified are available on our website www.redditchbc.gov.uk, and will be sent on request.
- The Gambling Commission
 - The Chief of Police for the area
 - Fire & Rescue Service
 - Redditch Planning Department
 - Environmental Services Department
 - Worcestershire Safeguarding Children Board
 - HM Revenue and Customs
 - Redditch Licensing Department
 - Any other bodies identified in Regulation by the Secretary of State,
 - For vessels, the Environment Agency, British Waterways Board, Secretary of State.
- 9.2 Any concerns expressed by a Responsible Authority cannot be taken into account unless they are relevant to the application itself and the licensing objectives. However, each representation will be considered on its own individual merits.

10.0 Interested Parties

10.1 An interested party is someone who:

- lives sufficiently close to the premises to be likely to be affected by the authorised activities; or
- has business interests that might be affected by the authorised activities; or
- represents persons in either of the two groups above.

10.2 The Licensing Authority will generally require written evidence that a person/body 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representations is sufficient. Whilst this may not apply to those elected ward members or MP or Parish Councillors, those persons should be aware of the need to represent the whole of the community that they represent and not just the vocal 'minority'.

10.3 In determining whether someone lives sufficiently close to a particular premises so as to be affected, the Licensing Authority will take into account, among other things :

- the size of the premises
- the nature of the premises
- the distance of the premises from the person making the representation
- the nature of the complainant
- the potential impact of the premises

10.4 In determining whether a person has a business interest which could be affected the Council will consider, among other things:

- the size of the premises
- the catchment area of the premises, and
- whether the person making the representation has business interests in the catchment area that might be affected

10.5 If an existing gambling business makes a representation that it is going to be affected by another gambling business starting up in the area, the Licensing Authority would not consider this, in the absence of other evidence, as a relevant representation as it does not relate to the licensing objectives and instead relates to demand or competition.

10.6 The Licensing Authority may consider a representation to be either frivolous or vexatious, and reject it. This will generally be a matter of fact given the circumstances of each individual case but, before coming to a decision the Licensing Authority will normally consider:

- who is making the representation and whether there is a history of making representations that are not relevant,
- whether it raises an issue relevant to the licensing objectives, or
- whether it raises issues specifically to do with the premises which are the subject of the application.

11.0 Licence conditions

11.1 In particular cases the Licensing Authority may find it necessary to impose conditions beyond appropriate mandatory and default conditions. Any such conditions will be relevant to the need to make the building suitable for use as a gambling facility; directly related to the premises and the type of licence applied for; fairly and reasonably related to the scale

and type of premises and reasonable in all other respects. The Licensing Authority will not have recourse to a pool of standard conditions.

- 11.2 The Licensing Authority will also ensure that where category C or above machines that are on offer in premises to which children are admitted are located in an area of the premises which is separated by a physical barrier to prevent access other than through a designated entrance; the designated area is supervised and observed by staff or the licence holder.
- 11.3 Examples of conditions which are likely to be attached in certain circumstances include those relating to opening hours, segregation of gambling from non-gambling areas frequented by children, SIA licensed door supervisors, appropriate signage for adult only areas, age limits, or keeping children and young persons away from gaming machines. The Licensing Authority will also expect the applicant to offer their own suggestions as to way in which the licensing objectives can be promoted effectively.
- 11.4 The Licensing Authority will not seek to control those matters specified in the Act with conditions:
- which make it impossible to comply with an operating licence condition imposed by the Gambling Commission;
 - relating to gaming machine categories or method of operation;
 - which specify that membership of a club or other body is required; or
 - in relation to stakes, fees, winnings or prizes.
- 11.5 Duplication with other statutory or regulatory regimes will be avoided as far as possible. The need for conditions will be assessed on the specific merits of each application.
- 12.0 Gaming Machines**
- 12.1 Gaming machines include all types of gambling activity which can take place on a machine, including betting on 'virtual' events.
- 12.2 The Act itself prescribes the number and category of gaming machines that are permitted in each type of gambling premises.
- 12.3 Subject to the provisions of the Act, gaming machines can be made available in a wide variety of premises, including:
- Casinos;
 - bingo premises;
 - betting premises, (including tracks);
 - adult gaming centres;
 - family entertainment centres;
 - clubs;
 - pubs and other alcohol licensed premises;
 - travelling fairs.
- 12.4 A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of 'chance' imparted by the action of the machine would bring it within the definition of a gaming machine.
- 12.5 The Licensing Authority will encourage permit and premises licence holders to adopt applicable codes of practice which may be introduced by the amusement industry or Gambling Commission, from time to time.

13.0 Temporary Use Notices

- 13.1 These allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. The Licensing Authority would object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises. Premises that might be suitable for a temporary use notice would include hotels, conference centres and sporting venues. A temporary use notice may only be granted to a person or company holding a relevant operating licence.
- 13.2 Temporary use notices may only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. Equal chance gaming is gaming which does not involve playing or staking against a bank and gives equally favourable chances to all participants. Examples of equal chance gaming include games such as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker.

14.0 Occasional Use Notices

- 14.1 The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. Whilst tracks are normally thought of as permanent racecourses, this can also include land which has a number of uses for example agricultural land upon which a point-to-point meeting takes place. Land used temporarily as a track can qualify, provided races or sporting events take place or will take place there. The track need not be a permanent fixture.

15.0 Lotteries

- 15.1 All lotteries are unlawful unless they are run in accordance with an operating licence issued by the Gambling Commission - unless they are 'exempt' lotteries as defined by the Act. One of those exemptions is for "small society lotteries," which the Licensing Authority will allow, after registration. The Licensing Authority will maintain a register of small society lotteries.
- 15.2 A society will be allowed to register with us if it is 'non-commercial', in other words, if it is established and conducted:
- for charitable purposes ;
 - for the purpose of enabling participation in, or of supporting, sport, athletic or a cultural activity; or
 - for any other non-commercial purpose other than for private gain.

16.0 Exchange of Information

- 16.1 To ensure the licensing objectives are met, the Licensing Authority will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities.
- 16.2 Subject to the provisions of the Data Protection Act 1998, the Licensing Authority will share any information it receives through the application process with the Gambling Commission and any relevant responsible authority. In doing so The Licensing Authority will have regard to the Act itself, any guidance issued by the Commission and to any Regulations issued by the Secretary of State. People can access personal information that The Licensing Authority holds about them by contacting our Information Management Officer.

16.3 The Licensing Authority is committed to being open about what it does and how The Licensing Authority comes to decisions, in accordance with the spirit of the Freedom of Information Act 2000 (FOIA). An important feature of the FOIA is the requirement for each public authority to produce a publication scheme setting out what information it will publish as a matter of course, how and when it will be published, and whether this information will be free of charge or on payment. Copies of our FOI publication scheme are available on request from Redditch our Information Management Officer or via the Council's website www.redditchbc.gov.uk.

16.4 FOIA also provides the public with a general right of access to information held by public authorities, and subject to exemptions, be supplied with a copy of that information. Individual requests should be made in writing to the Information Management Officer or via the Council's website.

16.5 Unless restricted by the Gambling Act, details about applications, licences and representations will be made available in our public register. Representations that The Licensing Authority accepts will be copied in their entirety to applicants, to provide an opportunity for mediation and to ensure that the rights of the applicant are not compromised.

17.0 Enforcement Protocols

17.1 The main enforcement and compliance role for the Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the Operator and Personal Licences and will also take the lead role on the investigation and where appropriate, the prosecution of illegal gambling. Any concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.

17.2 The Licensing Authority will work with the Commission, the Police and other enforcing authorities, having regard to any specific guidance produced by the Gambling Commission, relevant codes of practice, the licensing objectives and this statement of principles, to provide for the targeting of agreed problem or high-risk premises. A lighter touch will be applied to those premises which are shown to be well managed and maintained.

17.3 The overall aim is to permit the use of premises for gambling. With that in mind it is intended that action will generally be taken against 'problem' premises through the licence review process.

17.4 The Licensing Authority will also be mindful of future developments as regard the work of the Better Regulation Executive whilst carrying out our regulatory functions.

17.5 The Licensing Authority will endeavour to be proportionate; accountable; consistent; transparent and targeted, as well as avoiding duplication with other regulatory regimes so far as possible.

18.0 Reviews

18.1 A review of a premises licence can be made by interested parties or responsible authorities, however, The Licensing Authority will decide if the review is to be carried out on the basis of the following:

- In accordance with any relevant Code of Practice and/or guidance issued by the GC
- Consistent with the licensing objectives
- In accordance with our statement of principles.

- 18.2 The Licensing Authority will also consider whether or not the request for a review is frivolous, vexatious, or repetitious or whether the Licensing Authority would wish to alter/revoke or suspend the licence.
- 18.3 The Licensing Authority can also initiate a review of a premises licence on the basis of any reason which The Licensing Authority think is appropriate, including if a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 18.4 Once a valid application for a review has been received by the Licensing Authority, representations can be made by responsible authorities and interested parties during the statutory consultation period. The purpose of the review will be to determine whether The Licensing Authority should take any action in relation to the licence. The options available are:
- Add, remove or amend a licence condition;
 - Remove or amend a default condition, such as opening hours;
 - Suspend the premises licence for a period not exceeding 3 months;
 - Revoke the licence.

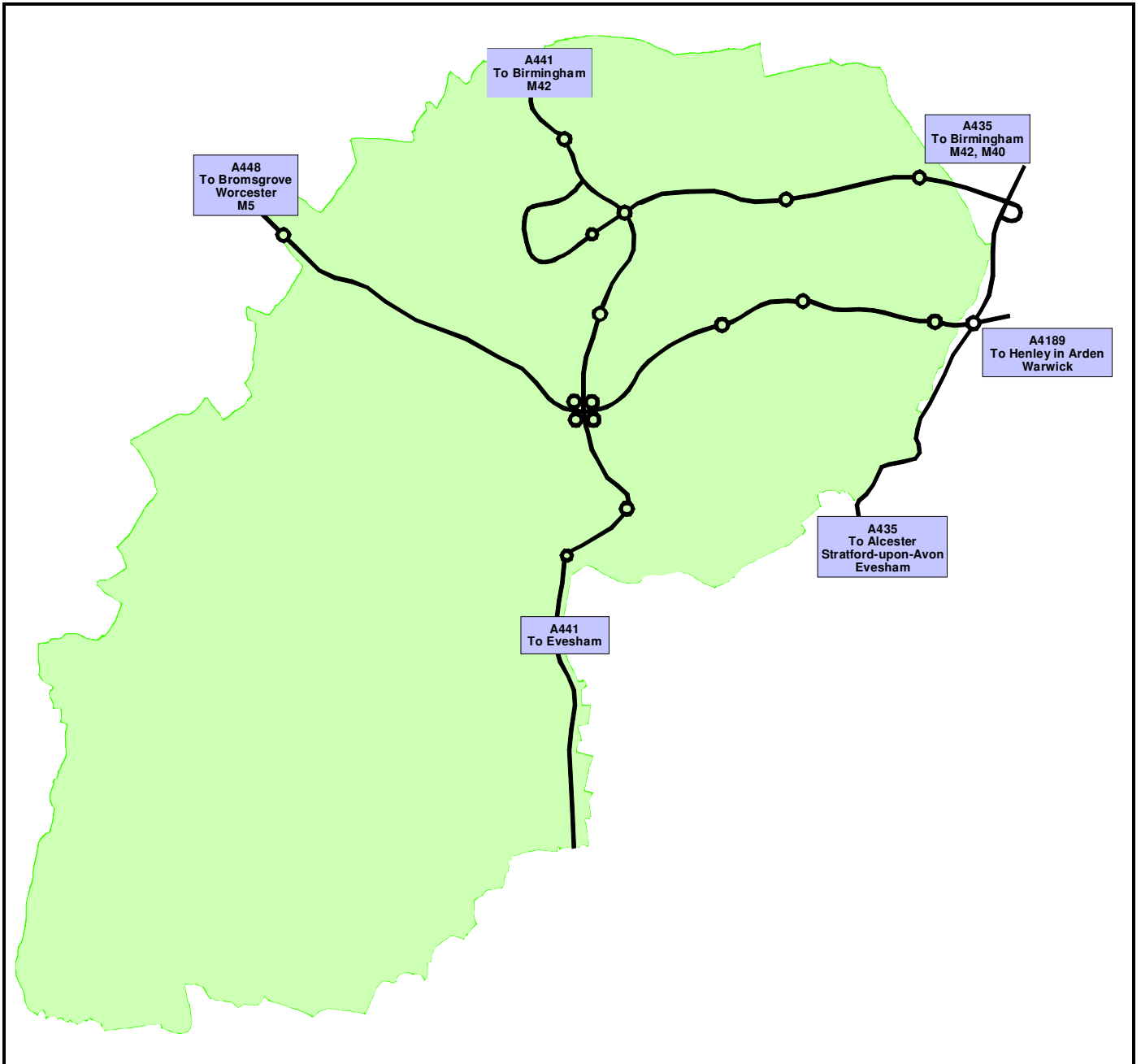
REDDITCH BOROUGH COUNCIL EQUAL OPPORTUNITIES STATEMENT

This statement is intended to operate within the Council's commitment to equalities and diversity including:

- Equal treatment regardless of race, gender, age, disability, sexual orientation, religion or belief, with reasonable adjustments where necessary in line with the Disability Discrimination Act.
- Working to eliminate **unlawful** discrimination.
- **Promoting equal opportunities**
- Promoting community cohesion, **including good relations between people from different racial groups.**
- Providing reasonable access to interpretation or support on request.
- Responding to the needs of all, and working to engage all sections of the community.

This statement will be assessed as part of a rolling programme of reviews to ensure that it does not have a detrimental or disproportionate effect on any group. Any concerns that the policy is operating in a way that could be construed as discriminatory should be passed to the responsible Manager and will be dealt with as part of the official Complaints Procedure, in line with the Council's Equality Schemes.

Redditch Borough Council Boundary



List of Consultees**REDDITCH BOROUGH COUNCIL****GAMBLING ACT 2005 – STATEMENT OF POLICY****LIST OF CONSULTEES****Statutory Consultees**

- Licensing Officer, West Mercia Police, Police Station, Grove Street, Redditch, B98 8DD.
- Hereford & Worcester Fire & Rescue, North District, Kidderminster Fire Station, Castle Road, Kidderminster, DY11 6TH
- The Gambling Commission, 4th Floor, Victoria Square House, Victoria Square, Birmingham, B2 4BP
- Customs and Excise, HM Revenue & Customs, National Registration Unit, Portcullis House, 21 India Street, Glasgow, G2 4PZ.
- Service Development Manager (Safeguarding), Pavilion J/2 Children's Services, County Hall, Spetchley Road, Worcester, WR5 2NP.

Trade Associations

- Flint Bishop Solicitors, St Michaels Court, St Michaels Lane, Derby, DE1 3HQ.
- Leisureline, 10 Severn Road, Stourport, DY13 9EZ.
- Recaf Equipment Ltd, Stone Pointon Way, Stonebridge Cross Business Park, Droitwich, WR9 0LW.
- Gamestec Leisure Ltd, Low Lane, Horsforth, Leeds, LS18 4ER.
- Bromyard Automatics, Areley Farm, Burnthorne Lane, Dunley, Stourport, Worcs. DY13 0TL.
- Town & County Leisure Ltd, Langham House, 23 Bickford Road, Aston, Birmingham, B6 7EE.
- Crown Leisure Ltd, 139 Brookfield Place, Walton Summit Centre, Bamber Bridge, Preston, PR5 8BF.
- Punch Taverns Plc, Jubilee House, Second Avenue, Burton-Upon-Trent, Staffs, DE14 2WF
- Bathams Delph Limited, Delph Brewery, Delph Road, Brierley Hill, West Midlands, DY5 2TN
- Admiral Taverns Ltd, Suite H3, Steam Mill Business Centre, Steam Mill Street, Chester, CH3 5AN
- Enterprise Inns Plc, Monkspath Hall Road, Shirley, Solihull, B90 4SJ
- Premier Automatic Machines Ltd. Unit 9 Ninian Park, Ninian, Wilncote.
- M S Entertainments, 23a Hagley Road, Halesowen. B63 3AU.
- Claremont Automatics Ltd, 19 Churchill Way, Fleckney, Leicestershire, LE8 8UD.
- Games Media Licensing , 99 Green Lane, Hounslow, TW4 6BW.
- Sceptre Leisure Solutions Ltd, 139 Brookfield Place, Walton Summit Centre, Bamber Bridge, Preston, PR5 8BF.

- SPR Sports Bookmakers Ltd, 10 Matchborough Centre, Matchborough Way, Redditch, Worcestershire, B98 0EP.
- Lodge Park Racing Ltd, 5A Shakespeare Avenue, Redditch. Worcestershire B98 7LB.
- Wilf Gilbert, 9 Alcester Street, Redditch. Worcs. B98 8AE,
- William Hill, 169 Batchley Road, Redditch, Worcs. B97 6JB.
- William Hill 19-21 Unicorn Hill, Redditch, Worcs. B97 4QR
- T & R Sports, 106 Evesham Road, Redditch, Worcs. B98 5ES.
- William Hill, 7 Woodrow Centre, Redditch, Worcs. B98 7RY.
- Coral 8-10 Unicorn Hill, Redditch, Worcs.
- SPR Sports Bookmakers Ltd, 1196a Evesham Road, Redditch, Worcs. B96 6AA.

Director of Services

- Acting Chief Joint Executive, Redditch Borough Council.
- Acting Deputy Chief Executive, Redditch Borough Council.
- Director of Environment and Planning, Redditch Borough Council.
- Director of Housing, Leisure and Customer Services, Redditch Borough Council.

Interested Parties

- All Council Members, Redditch Borough Council
- All other relevant Council Officers. (Legal, Committee Services)

Solicitors

- Roger Etchells Chartered Surveyors, The Old Bank, Kilwarby Street, Ashby De La Zouch, Leicestershire, LE65 2FR
- TLT Solicitors 1 Redcliff Street, Bristol. BS1 6TP
- Flint Bishop Solicitors, St Michaels Court, St Michaels Lane, Derby DE1 3HQ.
- Gosschalks Solicitors, Queens Gardens, Hull, HU1 3DZ.
- Bryan Colley & Co, 16 New Street, Stourport, Worcs. DY13 8UW.
- Kenneth Curtis & Co, 3 Alcester Street, Redditch, Worcs.
- Ian McLachlan Solicitor, 12 Church Green East, Redditch.
- Kerwoods Solicitors, 7 Church Road, Redditch, Worcs. B7 4AD.
- Thursfields, 14 Church Street, Kidderminster, Worcs. DY10 2AJ.
- Davis Priest & Co, Solicitors 24 Church Green East, Redditch, B98 8DE
- Browning & Co, Alcester Street, Redditch, Worcs.
- John Gaunt & Partners, Omega Court, 372 Cemetery Road, Sheffield, S11 8FT.
- Maitland Walker, 19 Imperial Square, Cheltenham, Gloucestershire, GL50 1QZ
- Poppleston Allen, 37 Stoney Street, The Lace Market, Nottingham, NG1 1LS.
- Locket & Co, Lockett House, 13 Church Street, Kidderminster, Worcs. DY10 2AH.

Bingo Halls

- Shipleys Luxury Bingo Club, The Quadrant, Redditch, Worcs. B98 8AE.

Amusement Arcades within Redditch

- Shipleys Amusement Centre, 21-22 Church Green East, Redditch, Worcs. B98 0DE..

Other Consultees

- Gamblers Anonymous, Bromsgrove Methodist Centre, 19 Stratford Road, Bromsgrove, Worcs. B60 1AS.
- Citizens Advice Bureau, Redditch CAB, Suite E, Canon Newton House, Kingfisher Shopping Centre, Redditch, B97 4HA.
- Redditch Borough Crime & Disorder Reduction Partnership.
- Drug Alcohol Action Team, Worcester County Council, County Hall, Worcester, Worcs., WR5 2NP
- Licensing Section, Wychavon District Council.
- Licensing Section, Wyre Forest District Council
- Licensing Section, Worcester City Council.
- Licensing Section, Malvern Hills District Council.
- Licensing Section, Bromsgrove District Council.

EXECUTIVE COMMITTEE

18 December 2012

REDDITCH BOROUGH COUNCIL TENANCY STRATEGY 2012 – 2014

Relevant Portfolio Holder	Cllr M Shurmer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Sue Hanley
Wards Affected	All
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Localism Act 2011 places a duty on the Local Authority to prepare and publish a Tenancy Strategy by 15th January 2013 that sits alongside the Housing Strategy, Homelessness Strategy and Allocations Policy.
- 1.2 The Act also introduces a number of housing reforms including the ability for local authorities and social landlords to grant fixed term tenancies with limited security of tenure and changes to the allocation of housing and the law relating to homelessness.
- 1.3 The Tenancy Strategy sets out the matters to which the registered providers of social housing in the Borough are to have regard to in formulating their tenancy policies.
- 1.4 The Tenant Services Authority (TSA) has produced a draft regulatory framework for social housing in England which takes effect from April 2012. Currently there is a specific expectation that social housing providers shall publish clear and accessible policies which outline their approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions and tackling tenancy fraud.
- 1.5 The Tenancy Strategy has been developed in partnership with Registered Providers stakeholders and covers all social housing provided in the Borough.
- 1.6 The Strategy now comes before the Executive Committee for approval.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that

the Tenancy Strategy, at Appendix 1 to the report, be approved.

EXECUTIVE COMMITTEE

18 December 2012

3. KEY ISSUES**Financial Implications**

- 3.1 There are no financial implications for the Council in implementing the Tenancy Strategy.

Legal Implications

- 3.2 The Localism Act 2012 has placed a duty on Local Authorities to introduce a Tenancy Strategy by 15 January 2013. This strategy sets out the matters to which the registered providers of social housing in the Borough are to have regard to in formulating their tenancy policies.
- 3.3 The Regulatory Framework for social housing produced by the TSA requires social housing providers to develop a Tenancy Policy.

Service / Operational Implications

- 3.4 This is a new strategy however there are no service or operational implications from the implementation of the Tenancy Strategy.
- 3.5 All social housing providers in the Borough will be required to have regard to this strategy in the formalisation of their own individual Tenancy Policies.
- 3.6 The Tenancy Strategy is intended to provide guidance to social housing providers of the Councils aims and objectives in the development of their tenancy policies and practices in order to produce lettings for customers that meet local housing need and improve market functioning. The legislation requires the strategy to explain:
- What kind of tenancies should be offered.
 - Circumstances in which the landlord will grant a tenancy of a particular kind.
 - Where a tenancy is set for a term, the length of the term.
 - Circumstances where the landlord will grant a further tenancy on the ending of the existing tenancy.
- 3.7 The aim of the strategy is to provide the right home, at the right time and in the right place, by making best use of limited stock by offering tenancies not necessarily for life but supporting sustainable communities.

EXECUTIVE COMMITTEE

18 December 2012

Customer / Equalities and Diversity Implications

- 3.8 Consultation has taken place with relevant stakeholders in the production of the Councils Tenancy Strategy.
- 3.9 The Localism Act 2011 has given stock holding Local Authorities the ability to give flexible tenancies which are time limited rather than a 'lifelong' tenancy as previously given.
- 3.10 Customers will have the ability to request a review on several matters relating to flexible tenancies. Social housing providers will introduce procedures to undertake a review on the type of tenancy offered, length of a tenancy, the decision not to renew a tenancy.
- 3.11 Social housing providers will be required to provide households affected by the termination of their tenancy with relevant advice and assistance to assist them to successfully relocate to alternative suitable accommodation

4. RISK MANAGEMENT

- 4.1 The Social housing providers will need to consider Article 6 & 8 of the European Convention on Human Rights and the 2010 Equality Act in the decision to grant a flexible tenancy and possession upon the expiry of the fixed term.
- 4.2 There is a risk that the number of properties that are re-let will reduce, due to people being nervous about the changes to tenancies and housing benefits. We will need to effectively monitor this and provide clear advice to residents on the changes.

5. APPENDICES

Appendix 1 - Tenancy Strategy 2012 - 2014

6. BACKGROUND PAPERS

Localism Act 2011
Regulatory framework for social housing in England
TSA draft direction on tenure

7. KEY

TSA – Tenant Services Authority

EXECUTIVE COMMITTEE

18 December 2012

AUTHOR OF REPORT

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REDDITCH BOROUGH
COUNCIL

DRAFT TENANCY
STRATEGY
2012-2014

1. Introduction

- 1.1 The Localism Act places a duty on the Local Authority to prepare and publish a Tenancy Strategy by 15th January 2013. This Strategy has been developed by Redditch Borough Council in its strategic role through close working with partner Registered Providers.
- 1.2 The Localism Act 2011 introduces a number of housing reforms including the ability for local authorities to grant fixed term tenancies, greater flexibility in the allocation of social housing and changes to legislation relating to homelessness.
- 1.3 The Localism Act 2011 requires local authorities to produce a Tenancy Strategy that sits alongside the Housing Strategy, Homelessness Strategy and Allocations Policy.
- 1.4 Building on our strong and established working relationships within the Borough, this document has been developed collaboratively between the Council in its Strategic role, Redditch Council Housing Services, our partner registered providers and other key stakeholders.

2. Background Policy

2.1 The Government's key housing policy goal is to ensure that everyone has the opportunity of living in a decent home, which they can afford, in a community where they want to live. To achieve this, the Government is seeking to:

- Achieve a wide choice of high quality homes both affordable and market housing, to address the requirements of the community
- Widen opportunities for home ownership and ensure high quality housing for those who cannot afford market housing, in particular those who are vulnerable or in need
- Improve affordability across the housing market, including by increasing the supply of housing and
- Create sustainable, inclusive, mixed communities in all areas, both urban and rural

2.2 Definitions of Affordable Housing

National Planning Policy (June 2011) defines and includes 3 types of affordable housing:

- a) Social housing up until the introduction of affordable rents was the main model provided by Councils and Registered Providers (RP's) and

refers to housing that is subject to strict rent controls, which are around 50% of the market rents.

- b) The new affordable rents which allow up to a maximum of 80% of market rent.
- c) Intermediate housing, which includes shared ownership.

It also states that affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.
- Includes provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be re-cycled for alternative affordable housing provision.

2.3 Delivery of New Homes

Alongside the requirements of the Localism Act, the Homes and Communities Agency (HCA) has agreed programmes for the delivery of new affordable housing up to 2015 with Registered Providers and local authorities.

The level of subsidy provided by the HCA for new affordable homes has significantly reduced and the ability for RP's to deliver with the reduced availability of grant has to be made up in the following ways.

- All new homes built with HCA subsidy are expected to be offered at affordable rents; up to 80% of the market rent.
- In addition RP's are offering to increase social rents to Affordable Rent on a percentage of relet properties.
- They have also been encouraged to take a more pro-active approach to managing their stock, including the disposal of stock where this will bring funds to invest in new homes.

3. Aims and Scope of the Strategy

3.1 The aims and objectives of the Strategy are:

- To ensure that affordable housing meets local housing need
- To provide guidance and direction to Redditch Borough Council Housing Services and RP partners in the development of their tenancy policies
- To provide a framework for up to date knowledge of the housing market in Redditch that can then be used to inform policy and practice.
- To indicate to tenants and prospective tenants what they can expect from their tenancy.

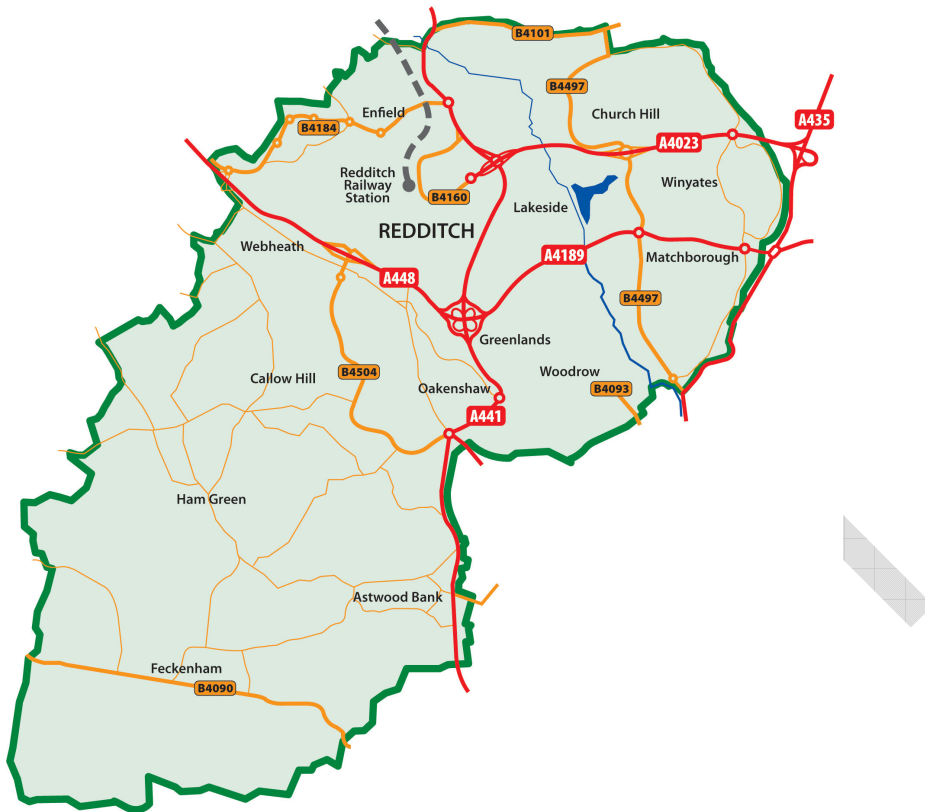
The Strategy will provide Strategic guidance to support the development of the Redditch Tenancy Policy and guidance for RP's in the following areas:

- The kind of tenancies that they grant.
- The circumstances in which different tenancies should be granted.
- The length of fixed term tenancies.
- The criteria to consider when reviewing tenancies at the end of the fixed term.
- How disposals of stock should be managed.
- How Redditch Borough Council will give consideration to new government guidance in relation to the allocation of social housing.

The Tenancy Strategy relates to lettings to all social and affordable rented properties to include adapted and sheltered housing. It does not cover lettings to hostels, temporary accommodation or supported housing.

- 3.2 Although local authorities are not required to include an assessment of affordability in their Tenancy Strategy, Redditch Borough Council recognises the importance of ensuring that affordable housing continues to be available and accessible to those who need it most and must therefore remain affordable, as defined locally.
- 3.3 The Strategy makes reference to the new power to discharge homelessness through the Private Rented Sector.
- 3.4 The Strategy has been developed as a result of consultation with a range of partners and stakeholders, including RPs, Social Care, local councillors and voluntary and community organisations.

4. Redditch Borough in Context



- 4.1 Redditch Borough is situated in North Worcestershire and is surrounded by Bromsgrove District to the west and north, Stratford District to the east and southeast and Wychavon District to the south and southwest. The Redditch Borough area covers 21 square miles (5,4365 hectares) and at the 2011 Census, the population totalled 84,200.
- 4.2 The Borough has two distinct areas within its boundaries of roughly equal size. There is the largely urban area of the north east which includes Redditch town centre (which has 93.% of the population) and the other essentially rural area to the south and west, including Astwood Bank and Feckenham (which has 7% of the population).
- 4.3 'New Town' status has been fundamental in creating economic and social change in Redditch over the past 40 years. Redditch was comprehensively redeveloped between 1964 and 1985 with increased development of new communities, such as Winyates, Church Hill, Woodrow and Matchborough.
- 4.4 The Redditch Borough Vision

The vision of the Housing Strategy is:

“The right home, at the right time, in the right place”

4.5 This means that the Council wants every household in the Borough to be able to access housing that suits their needs and circumstances when they need it. It is implicit in the vision that we want all housing to reach an appropriate standard, currently the Decent Homes Standard, and that the right home means one that is affordable to the household’s budget. However, we do not mean that changing household circumstances should always result in the need to move home. Our vision embraces a much wider approach which always involves a housing options assessment to ensure household needs are met.

4.6 How our Housing Strategy Goals link to the Tenancy Strategy:

4.7 How our Housing Strategy Goals Link to Tenancy Strategy Issues & Outcomes

	Housing Strategy Goals	Key Strategic Issues
1	Better use of existing homes	Offering tenancies that meet the households needs but can be reviewed to ensure that best use of stock is achieved. Allocation Policy supports move on opportunities. Fixed term tenancies can help achieve turnover in adapted properties where the adaptation is no longer required.
2	Deliver new housing	Support the development of new homes through affordable rents. Ensure that social rented accommodation is prioritised in new developments not subsidised by HCA.
3	Improve the condition of existing homes	Work with private landlords to achieve suitability standards to enable more housing pathways into the private rented sector.
4	Providing housing related support	Good housing options advice. Link the review of tenancies with support and tenancy sustainment, or pathways into alternative accommodation prioritising homelessness prevention. Make best use of new build

		opportunities by targeting at specific groups ie; older people, lifetime homes, supported housing Monitor access to housing and tenancies by these groups – and monitor potential discrimination
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Housing is important to everybody and is essential to achieving a good quality of life. This may mean something different to each of us and may vary throughout our lives but generally involves a safe, secure and affordable home with the right support. It is true that many people are able to solve their own housing issues without help and support from councils and other agencies but the Housing Strategy is about providing the right type of housing and support to those who need assistance.

5. Principles for Registered Providers on Tenancy Policy

- 5.1 This section will set out the principles that Redditch Borough Council will consider when developing its Tenancy Policy and expects RP's to have regard to when developing their own tenancy policies.

Tenancy Types

Background Information

- 5.2 The Localism Act enables the Council and RPs to let properties to new tenants using fixed term tenancies rather than lifetime assured/secure tenancies. Fixed term tenancies should usually be offered for a minimum of 5 years, unless there is an exceptional reason to reduce the term to 2 years.
- 5.3 Fixed term tenancies can be offered at either social or affordable rent.
- 5.4 The Council and RPs are not obliged to offer fixed term tenancies and lifetime tenancies can continue to be offered.
- 5.5 At the end of the fixed term, the Council or RP will have the option to review the tenant's circumstances and the conduct of the tenancy and can either terminate or extend the tenancy. The Council or RPs are required to develop and publish a Tenancy Policy and the criteria to be taken into account when deciding whether to extend or terminate a fixed term tenancy should be clearly set out in this policy.
- 5.6 Where the Council or RP chooses to terminate a fixed term tenancy at the end of the period, the Council or RP must give notice of their decision 6 months before the end of the tenancy and must also ensure that the tenant is provided with advice and assistance with finding suitable alternative accommodation.
- 5.7 Existing allocation and nomination arrangements will continue, with properties offered on fixed term tenancies being advertised and let through existing schemes, e.g. choice based lettings schemes.

- 5.8 Existing tenants will retain their security of tenure whether they remain in their current home or transfer to another social rent property. However, their security of tenure may change if they move to a property which an RP has chosen to let at affordable rent levels.

Redditch Borough Principles

- 5.9 Redditch Borough Council understands and accepts that social landlords are now able offer fixed term tenancies to facilitate best possible use being made of the limited social housing stock in the Borough. However, it considers it essential that the use of fixed term tenancies should not undermine the sustainability of communities and neighbourhoods and care must therefore be taken in determining in what circumstances such tenancies will be offered and what review criteria will be applied at the end of the tenancy.
- 5.10 Redditch Council considers that where flexible tenures are to be used, they should be generally offered for a minimum of five years in order to provide stability and security and only in exceptional circumstances offered for the minimum 2 year period. An example of this would be where a homeless household eligible for the full re-housing duty is expecting a significant release of equity due to the sale of their property which would enable them to secure a property on the open market or a low cost housing product.
- 5.11 It is also expected that unless there has been a significant change in circumstances following a review, the tenancy will be renewed for a further period. The Council will ensure that the criteria and conditions applied to the allocation and review of fixed term tenancies is published and expects RP's to do the same. This information should be provided to tenants prior to their tenancy commencement. The Council and RP's should also make clear whether they intend to terminate fixed term tenancies, if any or all of the specified conditions are met, and in what circumstances they will renew a tenancy even though some or all of the conditions are met.

Overcrowding and Under-occupation

- 5.12 Redditch Borough Council encourages landlords to take positive action to facilitate a move to more suitable accommodation where a tenants' circumstances change and their current home is too large or indeed where the accommodation is too small.
- 5.13 The proposed housing benefit restrictions on bedroom size being applied from April 2013 for working age households will add further pressure to ensure that properties are not under occupied. Those who are underoccupying their social housing will be placed into a reasonable preference banding on Redditch Home Choice if they make an application to transfer to a smaller property.
- 5.14 Redditch Home Choice Allocations Policy awards reasonable preference to families who are overcrowded.

Properties with Adaptations

- 5.15 It is important that properties with adaptations are used appropriately due to the limited resources available to meet a growing need for

adapted properties. Redditch Borough Council has a significant number of older people living in the Borough and this figure is projected to increase. It is therefore important to ensure that if the circumstances or needs of a tenant with an adapted property change, meaning that they no longer require a property with an adaptation, then the tenant will be moved to a more suitable property. The adapted property should then be allocated to someone requiring such an adaptation.

- 5.16 The Redditch Home Choice Allocation Policy gives reasonable preference to households occupying an adapted property and wishing to move to a more suitable property.

Redditch Borough Council Principles

5.17 Redditch Borough Council expects social housing providers to consider the following factors in determining the criteria to be used for allocating and reviewing fixed term tenancies:

- Due to the shortage of social housing in the Borough, the Council accepts social housing providers making use of fixed term tenancies for properties in order to ensure that this scarce resource can be used most effectively.
- In order to ensure the best possible use of stock, the Council supports the use of fixed term tenancies for properties with specialist adaptations.
- The Council considers that all fixed term tenancies should be renewed unless the household's circumstances have changed to such an extent that the property is no longer suitable for their needs, or they are able to meet their needs through market tenure housing. Examples of this include:
 - The household income or savings would enable them to access market housing or shared ownership.
 - The household is under-occupying their property, particularly in the case of family housing.
 - There have been repeated serious breaches of the tenancy conditions and appropriate support has been offered to the tenant to address these breaches, but there has been a consistent failure on the part of the tenant to do so. In the case of rent arrears, the social housing provider should take into account where arrears have accrued as a result of the introduction of Welfare Reform. In these circumstances, the Council will be, and expects RP's to be, flexible in their approach and to assist tenants to find more affordable accommodation within its own stock.
- Where a tenancy is not renewed at the end of a fixed term, the landlord should ensure that adequate and appropriate advice and assistance is provided to the tenant to enable them to secure alternative accommodation. This may include assisting them to move within the Council or RP's own stock (either rented or shared ownership) or moving into a market tenure. The tenant should be given a notice period of at least 6 months and the Council expects that the housing Options Team will be notified of any intended

tenancy terminations that are likely to lead to homelessness as soon as notice is given.

- The Council expects that very few, if any, homeless approaches should be generated due to the termination of a fixed term tenancy, as appropriate advice should have been provided to the tenant. Where a former tenant does approach the Council for homeless assistance, the RP should assist the Council with its enquiries where requested.
- The landlord should ensure that tenants are provided with clear and adequate information about the reasons why their tenancy has been terminated, and clear guidance should be provided on the way in which they can request a review of any decision to seek possession.
- Where a household is found to be significantly over-crowded at the time of a fixed term tenancy review and the household does not meet any of the other criteria for tenancy termination, the Council expects that the household will be assisted to find suitable alternative accommodation within its own stock.

Affordable Rent

Background Information

- 5.18 The new tenure of affordable rent was introduced in 2010 following the Comprehensive Spending Review and enables RPs who have entered into a contract with the Homes and Communities Agency to charge rents of up to 80% of market rent levels on all new build properties funded through the 2011-15 HCA programme. These RPs may also convert a proportion of their existing properties to affordable rent.
- 5.19 Redditch Borough Council has not entered into a contract with the HCA and therefore, will continue to let properties at social rent levels. Other RPs not in receipt of HCA development funding must continue to let properties at social rent levels. RPs in receipt of funding will also be able to continue charging social rent on existing properties if they choose to.
- 5.20 Existing tenants remaining in the same home will not be affected by this change. However, they may be affected if they transfer to a new home.
- 5.21 Properties at affordable rent levels will continue to be eligible for Housing Benefit rather than Local Housing Allowance.
- 5.22 Existing allocation and nomination arrangements will continue, with properties offered at affordable rent being advertised and let through existing schemes, e.g. choice based lettings schemes.

Redditch Borough Principles

- 5.23 Redditch Borough Council expects RPs to take into consideration the affordability calculations included in the Worcestershire Strategic Housing Market Assessment and the specific demographics of its operating area in determining the rent levels to set and the proportion of its existing stock that it will convert to affordable rent. RPs should also take into account the availability of affordable and market

accommodation in specific areas and the need to ensure sustainable communities in determining rent levels – e.g. Feckenham has limited affordable housing stock and introducing affordable rent in these areas may make the stock unaffordable to the majority of local people.

- 5.24 It is recognised that affordable rent will meet the needs of some of those in housing need in the Borough. However, it is more likely that this product will assist the wider housing waiting list as opposed to those in significant need, who are likely to have fewer resources available to them. This is because although households in properties charged at affordable rent levels will be eligible for housing benefit, those households on a low income and not in receipt of housing benefit may struggle to afford these rent levels. The Government is keen that benefit dependence and worklessness levels should be reduced and it is therefore also vital that rent levels should not act as a barrier or disincentive to entering employment. In addition, when the Benefit Cap of £26,000 is introduced in April 2013, households may struggle to afford the affordable rent levels; in Redditch, this is particularly true of larger family sized accommodation (3 and 4+ bedroom properties).
- 5.25 Although Redditch Borough Council must consider the whole housing market and ensure the needs of all households are provided for, the conversion of social rent properties to affordable rent which are then let to households not in significant need will not serve to reduce the affordable housing requirement for the Council, in fact it will increase it.
- 5.26 The Council therefore expects RPs to carefully consider the affordability of its stock for local people when determining which properties should be converted to affordable rent and, as a minimum, expects that RPs should not convert existing 4+ bedroom properties to affordable rent.
- 5.27 The Council expects that RPs should publish its criteria for determining which of its existing stock it intends to let at affordable rent levels and should also publish the valuation information it uses to determine the affordable rent level.
- 5.28 The Council expects that in all cases the affordable rent level should be lower than the local housing allowance levels for the Borough.
- 5.29 The Council will provide its tenants who are likely to be affected by changes to welfare benefits with appropriate advice regarding how it will impact them and how they can address any resulting affordability issues and expects RP's to do the same.
- 5.30 The Council expects that all affordable rent properties should be advertised through the Council's allocations system, and that the rent level should be clearly indicated on the advert. The RP should also ensure at the allocation stage that the tenant understands the difference in the rent level prior to making a decision regarding whether to accept the property.

Section 106 developments

- 5.31 Due to the large differential between social and affordable rent in the Borough, the Council considers that there is still a significant requirement for the delivery of new build properties at social rent. The

Council will therefore continue to seek social rented housing on sites where affordable housing is secured through a Section 106 agreement.

- 5.32 The Council also expects that all properties subject to existing Section 106 agreements should continue to be offered at social rent levels and not be converted to affordable rent. The Council will monitor allocations of properties subject to a Section 106 agreement to ensure that they are offered at the correct rent levels.

Mobility in Social Housing

Background Information

- 5.33 The Localism Act promotes mobility in social housing. All RPs are obliged to participate in a mutual exchange scheme to allow tenants to move more easily.
- 5.34 Applicants are able to apply to Redditch Home Choice from anywhere within the United Kingdom. However, in order to ensure that Redditch Home Choice meets the needs of the local community, reduced priority will be given to those applicants without a Local Connection to the Borough.
- 5.35 Local connection will be assessed having regard to the definition of local connection contained in Section 199 Housing Act 1996.
- 5.36 The following factors as set out in s199 Housing Act 1996 will be taken into consideration in determining whether or not an applicant has a local connection with Redditch Borough. An application is awarded a local connection if an applicant or a member of their household included in their application:
- has lived in the relevant Local Authority area by choice for a certain time (usually for six months out of the last 12 months or for three years out of the last five years);
 - has close family living in the relevant Local Authority area, who have been permanently resident for at least the previous five years;
 - has permanent employment in the relevant Local Authority area
 - has special circumstances that give rise to a local connection
- 5.37 In determining permanent employment the policy gives consideration to the Local Government Association guidelines which state that this is employment other than that of a casual nature.
- 5.38 For the purposes of determining Local Connection, living in the Local Authority area will not include the following:
- Occupation of a mobile home, caravan or motor caravan where it is not their only or principal home
 - Occupation of a holiday letting (which includes a permanent building, hotel or bed and breakfast accommodation) for the purposes of a holiday.
 - Resident of a HMP, Bail Hostel or other such accommodation.
 - In-Patient of Hospitals/specialist centres
- 5.39 The Council participates in a national mutual exchange scheme for its tenants and expects that all RPs operating in the Borough should

participate in a national scheme to enable tenants to move more easily, in order to encourage and facilitate mobility. The Council also expects that existing social tenants should be allowed to retain their security when they move to a new property.

- 5.40 The Council expects that RPs should publish guidance on mutual exchanges, setting out any conditions it may apply to tenants who wish to exchange.
- 5.41 The Council expects RPs to offer flexibility in allowing exchanges and to clearly explain how tenants' exchange rights will be affected by different tenancy types, including fixed term and introductory tenancies. The Council also expects RPs to offer flexibility to tenants who need to move because they are under-occupying their current home and have faced a reduction in Housing Benefit as a result. This may mean relaxing conditions around the ability to exchange with rent arrears, if this will resolve the household's affordability issues and prevent further arrears from accruing.

Disposal of Stock

Redditch Borough Principles

- 5.42 Redditch Borough Council does not wish to see the disposal of housing stock. However, it is recognised that in certain circumstances this may be justifiable providing it allows for future investment within the local authority area in providing more appropriate housing. Agreement would have to be gained from the Council for any disposal of stock.
- 5.43 The Council expects that RPs should have a disposal strategy which clearly sets out their approach to the disposal of stock and how this benefits the organisation and the Borough. The Council also expects that all disposal decisions should be taken at RP Board level. If RPs wish to dispose of stock within Redditch Borough, the Council will require them to provide the following information to the Strategic Housing Manager with any request for support for disposal:
- Address of property
 - Type and size of property
 - Whether the property is currently tenanted and if so, how the current tenant will be assisted to find suitable alternative accommodation
 - The projected income from the disposal
 - How and where this income will be used

6. Social Housing Allocations

- 6.1 Redditch Borough Council currently operates its own Choice Based Lettings scheme called Redditch Home Choice.
- 6.2 The Localism Act 2011 offers local authorities greater freedom in framing their allocations policies which:
- Allows them to restrict access to waiting lists

- Make it easier for existing social tenants to move to more suitable accommodation
- Encourage local authorities to make use of the existing flexibilities within the allocation legislation to ensure that social homes go to people who need and deserve them the most, e.g. introducing priority for economically active households and those who contribute to their local community
- Ensuring that former Service men and women who have urgent housing needs are given 'additional preference' (i.e. high priority) for social housing

6.3 The Government's statutory guidance was published on the 29th June 2012 and the current allocations policy will be reviewed in line with this new guidance.

Use of Private Rented Sector Tenancies

7.1 Local Authorities will be able to discharge their duty to homeless households with an offer of suitable accommodation in the private rented sector provided the tenancy is for a minimum of one year and is suitable for the household. The Government will be developing new guidance on assessing suitability to accompany this new power.

Redditch Borough Principles

7.2 The private rented sector in the Borough is complex and differs in availability and affordability. Market research undertaken as part of the Worcestershire SHMA 2012 highlighted a countywide trend of a lettings market restricted by the lack of available property due to both the withdrawal of the buy to let investor from the market and the growing trend for people to remain within their rental property for increasing amounts of time.

7.3 Redditch Borough Council operates a private rental sector (PRS) access scheme to facilitate households to enter this tenure and reduce the demand on social housing. There are also various schemes offered by partner and voluntary agencies across Worcestershire, providing PRS access services to specific client groups such as single homeless people and ex-offenders. The Council is exploring the possibility of extending the PRS access scheme in the future and establishing whether this sector can offer a suitable alternative tenure for those households who would traditionally have entered social housing.

7.4 Redditch Council operates a rent bond scheme for over 25's and funds an additional scheme for under 25's through an organisation that specialises in dealing with young people.

7.5 The Authority regulates the licensing of 3 storey Houses in Multiple Occupation and licenses are granted to properties achieving the required standards.

7.6 The current rent bond scheme operated by the Council is prioritised to assist customers who are at risk or threatened with homelessness

regardless of their priority need. However, in consideration of the Homelessness provisions within the Localism Act 2011 the Council is researching the potential for the private sector to be utilised to provide accommodation that is suitable and appropriate to meet the needs of homeless households and discharge the homeless duty.

- 7.7 Any use of the private rented sector in this way will always involve a rigorous assessment of the suitability of this option, including an assessment of affordability Any decision to discharge duty into the Private Rented Sector will be subject to the usual homelessness appeal process.
- 7.8 All properties let through the Council's private rented sector access schemes must be in good repair, warm, secure and free from health and safety hazards. The rent charged should also be at or below local housing allowance levels for the Borough. Where rent charged exceeds local housing allowance, the Council must be satisfied that the property is affordable for the tenant and that any top up is reasonable.

Governance

- 8.1 The Tenancy Strategy and principles will be reviewed annually by the Redditch Homelessness Forum to ensure that it remains consistent with the allocations policy and relevant strategies.
- 8.2 The Council, in its landlord role, will also produce a Tenancy Policy to sit under this Strategy and individual RP's are responsible for their individual tenancy policies. These will be published to provide transparency, enabling local communities to understand clearly how social landlords are responding to local needs and priorities.

9. Legislation

- 9.1 In addition to the Localism Act 2011, Redditch Borough Council expects Registered Providers to have regard to the Welfare Reform Act 2012, the Equalities Act 2010, Human Rights Act 1998, Articles 6 & 8 of the European Convention on Human Rights and any other relevant legislation in framing their tenancy policies.

10. Consultation

- 10.1 This draft strategy will be subject to a consultation period running from XXXXXI until XXXX 2012. Relevant partners, stakeholders and housing applicants will be included in this consultation process and their feedback will be used to develop the final strategy.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

18th December 2012

COUNTYWIDE HOUSING STRATEGY FOR WORCESTERSHIRE

Relevant Portfolio Holder	Cllr M Shurmer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deputy Chief Executive
Wards Affected	All
Ward Councillor Consulted	Not Applicable
Key Decision - Yes	

1. SUMMARY OF PROPOSALS

- 1.1 The report brings before Members a Countywide Joint Homelessness Strategy for approval (Appendix 1).
- 1.2 The Strategy replaces the previous Countywide Homelessness Strategy and considers how austerity measures might adversely impact on homelessness and the measures that are needed to mitigate the impact of these.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the Draft Countywide Joint Homelessness Strategy and action plan attached at Appendix 1 be approved.

3. KEY ISSUES**Financial Implications**

- 3.1 A Countywide Homelessness Co-ordinator Post is jointly funded by the Worcestershire local authorities and Supporting People.
- 3.2 Where actions within the action plan are set to assess or investigate the potential implementation of certain new services and local funding would be required, a bid would have to be submitted for consideration under the Council's corporate annual budget process.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

18th December 2012

Legal Implications

- 3.3 The Homelessness Act 2002 requires all local authorities to publish a homelessness strategy and this must be now in accordance with the 2007 Code of Guidance on Homelessness Strategies. The legislation prescribes that prior to the Homelessness Strategy being written a review into the nature and extent of homelessness in the local authority area is required.

Service/Operational Implications

- 3.4 In 2002 the Homelessness Act introduced the requirement for local authorities to review homelessness in their area and produce a Homelessness Strategy. This legislation acted as a catalyst for the strategic planning of homelessness services and helped local authorities move from reactive services to services that are planned, proactive and preventative with a strong emphasis on partnership working.
- 3.5 The first Countywide Homelessness Strategy 'Working Together to Change Lives' facilitated greater partnership working not only between local authorities but other key partners involved with service users who at some point in their life are likely to require some support to secure accommodation that meets their needs. Since 2007, the Worcestershire authorities have been successful in preventing homelessness and this has led to a decline in the number of homeless decisions and acceptances.
- 3.6 This Worcestershire Joint Homelessness Strategy replaces the previous strategy and considers homelessness in a setting of austerity, radical welfare reforms and the impact that these reforms may have on services. The strategy has been produced in accordance with the Homelessness Act 2002, the Code of Guidance (2007), Homelessness Strategies: A good practice handbook (2002), and more recently a CLG specialist advisors circular entitled "36 things to think about – developing a homelessness strategy in a changing world."
- 3.7 A separate comprehensive review of homelessness was carried out to analyse the nature and extent of homelessness across the County.
- 3.8 Officers and partners have developed a Redditch Homelessness Strategy and action plan to supplement the Countywide Joint Homelessness Strategy.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**18th December 2012

Who is the Strategy aimed at?

- 3.9 The strategy is aimed at anyone with an interest in tackling and preventing homelessness within the County. Its objective is to influence thinking, policy making and action at a County and local level to provide homelessness services and to support Local Housing Authorities in attracting resources into Worcestershire.
- 3.10 Central to the strategy is the promotion of partnership working with customers, other agencies and across boundaries to ensure a synergy in approach that leads to maximum efficiency in the light of significant cuts in Central Government funding. The strategy identifies the importance of working with a range of partners including Supporting People and Health Services. Financial deprivation and worklessness are also key issues identified in the development of the Strategy. Lack of accommodation is identified as an issue and making better use of the private rented sector as a housing option for those who are socially excluded is considered a priority. In addition, a personalised approach to rough sleeping where services are proactive and responsive, offering a holistic approach that meets the needs of the individual to ensure No Second Night Out and tackles entrenched rough sleeping.

Who and what helped to shape the Strategy?

- 3.11 Stakeholders were central to developing the strategy and a consultation event was undertaken. This 'Home Truths' event was well attended by key partners and commissioners. Service users who have lived through the experience of homelessness, shared their stories and ideas to improve the delivery of services. Workshops were held to develop an understanding of priorities and these priorities were incorporated into the strategy and delivery plan. In depth research into the journeys of homeless households was carried out to place the customer at the heart of the strategy development and look holistically at the root causes and consequences of homelessness. In addition, a survey was sent out to both customers and stakeholders in order to develop an understanding of key issues from the coal face.
- 3.12 The consultation feedback on the draft Strategy ended on the 6th July 2012, the main issues raised related to making a stronger link between homelessness and mental health issues with outcomes that relate to confidence building and tackling low self esteem. Making stronger links to specific groups such as ethnic minorities and gypsy & travellers. Develop closer working with CCG's, Healthy living action group and health and

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Well Being Boards, ensuring accessibility of services to all minority groups and building better relationships with employment services.

- 3.13 It is intended that the new Countywide Joint Homelessness Strategy will sit alongside the existing Worcestershire Housing Strategy and the Worcestershire Supporting People Strategy, which are closely aligned.

Key issues within the new Countywide Homelessness Strategy

- 3.14 The vision for Worcestershire is **'to ensure that everyone has access to a place they can call home, where they can close their door and feel safe'**. To achieve this vision the main focus is on preventing homelessness from happening at all. Where homelessness cannot be prevented, the aim is to ensure that appropriate support is in place for people whilst finding a new home and beyond, to ensure that people have a firm foundation from which to create a new home and develop the skills to make it sustainable.

- 3.15 The Strategy identified four primary goals:

Goal 1 – Providing a pathway to a housing solution for everyone that accesses our services.

This goal looks at how authorities can maintain and improve existing services whilst providing value for money. Its aims are to increase the number of households prevented from becoming homeless, ensure that there is a pathway into housing for everyone accessing services, to maximise the supply and use of new and existing accommodation and develop a range of holistic initiatives to tackle the root cause of homelessness.

Goal 2 - Creating strong partnerships to tackle homelessness

This goal looks at the relationship between homelessness and partner agencies. Its aims are to look at how agencies might work together in the commissioning of services, to ensure effective cross agency working to rise to the challenge of localism and create more housing opportunities in the private rented sector.

Goal 3 – Taking effective action to prevent anyone new to the streets having to sleep out for more than one night.

This goal takes a personalised approach to rough sleeping to offer support and services tailored to the individual's needs and aspirations. Its aims are to develop a No Second Night Out standard for Worcestershire, reduce the incentives for people to remain in a street lifestyle, ensure that

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there is a flow through supported accommodation and tackle entrenched rough sleeping.

Goal 4 – Tackling the financial deprivation of those affected by benefit reform, welfare reform and worklessness

This goal considers the impact of welfare reform and the recession. It's aims are to minimise the effects of welfare reform, provide good quality advice and signposting, assisting customers to maintain their accommodation and tackling worklessness.

Customer/Equalities and Diversity Implications

- 3.16 The actions set out within the document are designed to enhance the Council's response to homelessness and those threatened with homelessness and support the local authority in carrying out its statutory Duty under homelessness legislation.
- 3.17 The strategy and consultation process has been carried out in accordance with corporate equality and diversity policy. An Equality Impact Assessment will be carried out on the Strategy to ensure that any adverse impact is identified and where possible mitigated or where this is not possible the reasons for this. An underpinning goal of the strategy is to ensure that initiatives are put in place to meet the diverse needs of our communities.

4 RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 4.1 The main risks associated with the details included in this report are:

The ability to retain suitably qualified and experienced staff to implement the strategy and action plan.

The ability to maintain continued commitment and support from partners in addressing the actions identified.

- 4.2 These risks are being managed as follows:

Risk Register: Community Services
Key Objective Ref No: 4 - Effective, efficient and legally compliant Housing Service

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5. **APPENDICES**

Appendix 1 - Countywide Joint Homelessness Strategy Document and Action Plan.

6. **BACKGROUND PAPERS**

The Homelessness Review available electronically upon request includes information on:

- a) The Review document which informs the Strategy includes information on:
- b) The nature and extent of homelessness across the County
- c) A profile of those who have experienced homelessness including data on the most vulnerable homeless groups.
- d) Factors that will have impact on future levels of homelessness in the County.
- e) Information on support, accommodation and resources available.
- f) Outcomes from the previous strategy
- g) Analysis of consultation undertaken

KEY AUTHOR OF REPORT

Name: Matthew Bough
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Tel: 01527 64252 ext:3120

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KICKSTART PARTNERSHIP

Relevant Portfolio Holder	Cllr Mark Shurmer , Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Sue Hanley, Deputy Chief Executive
Wards Affected	All
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report informs members of the closure of the national Kickstart Programme and outlines the implications of the closure of the scheme for both the Council, and local residents who have benefitted from the scheme.
- 1.2 The report proposes the Council takes on management of the existing Kickstart loans made to residents in Redditch.

2. RECOMMENDATIONS

The Executive Committee is requested to RESOLVE that

- 1) **the winding up of the Kickstart scheme be noted and the loans granted to RBC residents (as set out in the Deed of Assignment attached at Appendix 1) be re-assigned to the Council so that it can deal with enquiries from borrowers, and manage those loans in the future; and**
- 2) **authority be delegated to the Head of Legal Services to enter into the Deed of Assignment on behalf of the Council.**

3. KEY ISSUES

Financial Implications

- 3.1 The administrative and legal costs of managing the loan portfolio will need to be met from within existing Council resources

Legal Implications

- 3.2 For the Council to take over the loans it will be required to enter into the Deed of Assignment attached at Appendix 1. This is a legal agreement between the Council and the loan company Street (UK) Limited.

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- 3.3 Under the agreement the Council will stand in the shoes of the Street (UK) Limited and the loans will be re-paid to the Council. The Council will also have to take on the administrative work involved in servicing the loans, such as producing annual statements and dealing with customer's repayments. It would also be the responsibility of the Council to deal with any debt collection that may arise due to non-payment, or alternatively to decide to write off the loan.
- 3.4 With regard to the risk of the loans not being re-paid, this should be relatively low as the loans are secured, i.e. a charge has been placed on the customer's property.
- 3.5 There is an urgent need for Members to make a decision on this matter as officers have been advised by Birmingham City Council that the winding up of Street (UK) Limited is imminent. When the company ceases to operate, it will no longer be possible for the agreement for the assignment of loans to be entered into.

Service / Operational Implications

- 3.6 The National Kickstart Programme was established by the Government in 2004 to provide loans to residents on low incomes unable to access finance for home improvements that would enable them to remain living independently.
- 3.7 In the West Midlands region a Partnership of Local Authorities was established with Birmingham City Council hosting a Programme Management Team. Redditch joined the partnership in 2010. The Programme Team procured a loan management company, called Street (UK) Homes Ltd, to manage the provision of secure and unsecured loans provided to home owners. The funding, originating from a national allocation, was to be recycled through the Programme with funds released from repayment of loans reinvested into new loans.
- 3.8 Since 2010 four households in Redditch have benefited from the scheme. Typical home improvements have included replacement heating systems, roofing works and electrics. A number of equity share and unsecured types of loans were offered. The equity share loans were a maximum of £40k and unsecured were a maximum of £2k. Repayment of unsecured loans is typically over 4 years with full repayment anticipated by 2015, but all of the loans made to Redditch residents are secured ones.
- 3.9 In 2010 the Government took a decision to cease to provide Kickstart loan finance. This has necessitated the wind up of the Partnership. As part of this process it is proposed that the remaining secured and

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unsecured loans are to be assigned to the relevant Local Authority. This loan portfolio will then become the responsibility of the Local Authority to administer. It has been confirmed that there will be no claw back of capital to Government and the funds released as loans will not be ring-fenced. It is therefore anticipated that Redditch will take responsibility for four secured loans with a value of £78,692 K at 31 March 2012.

- 3.10 Assignment of loans to Redditch will bring with it a series of tasks:
1. Contacting all those with an outstanding loan to confirm new administrative arrangements and providing an annual statement of their loan
 2. Establishing arrangements for any early repayment of loans and administering payments
 3. Responding to HMLR where secure loans are to be repaid on sale of property
 4. Pursuing payment if homeowners dispute or challenge payment due
 5. Responding to requests from solicitors or homeowners for secure loan charge to be reduced e.g. where a further mortgage or loan is being sought
 6. Ensuring searches accurately reflect the existence of a homeowner loan
- 3.11 In principle, the Council has the necessary expertise available to take on the management of these loans, but further detailed discussions will need to take place between the finance, legal and strategic housing teams to agree how these are best managed going forwards.

Customer / Equalities and Diversity Implications

- 3.12 The provision of loans has enabled four households to make improvements to their homes that they would not otherwise have been able to finance. This has supported individuals to continue to live independently and accommodate changes in their family circumstances, so providing ongoing stability for these households remains important.

4. RISK MANAGEMENT

- 4.1 The financial risks associated with taking over the management of these loans are minimal. The original allocation of funding for the loans was awarded as a part of the single capital pot and there is no requirement to repay funds to DCLG. As such all monies received will represent additional allocation of capital which is not ring-fenced.

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- 4.2 Approval is requested to accept the capital monies (secured loan repayments, and any funds associated with the assignment) as they are received in the future, upon sale of the property concerned. In relation to secured loans requests to reduce the Council's charge risks the Council not receiving full payment of the outstanding loan on sale of the property.

5. APPENDICES

Appendix 1 – Draft Deed of Assignment between Street (UK) Homes Limited

6. BACKGROUND PAPERS

RBC Executive report dated 10th March 2010

AUTHOR OF REPORT

Name: Derek Allen
E Mail: Derek.allen@bromsgroveandredditch.gov.uk
Tel: 01527 881278

DATED

XXXXX 2012

DEED OF ASSIGNMENT OF LOAN

between

STREET (UK) HOMES LIMITED

and

REDDITCH BOROUGH COUNCIL

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SCHEDULE

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THIS DEED is dated xxxxxx 2012

PARTIES

- (1) STREET (UK) HOMES LIMITED incorporated and registered in England and Wales with company number 04076829 whose registered office is at 1ST Floor, 12-14 Regent Place, Hockley, Birmingham B1 3NJ (Assignor).
- (2) REDDITCH BOROUGH COUNCIL of Town Hall, Walter Stranz Square, Redditch, B98 8AH (Assignee).

BACKGROUND

- (A) The Assignor entered into a contract with Birmingham City Council as the accountable body for the West Midlands Kick Start Partnership (“the Programme”) to provide fund management services in relation to the Programme including entering into the Loan Agreements with the Borrowers listed in Schedule 1 on behalf of the local authorities participating in the Programme, of which the Assignee is one such local authority.
- (B) Due to the cessation of central government funding, the Programme is being dissolved and administration of the Assignee’s portfolio of loan products created as part of the Programme is to be transferred to the Assignee.
- (C) The Assignor has agreed to assign all its legal and beneficial right, title and interest in the Debt and the Loan Agreements to the Assignee on the terms and conditions set out below.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

- 1.1 The definitions and rules of interpretation in this clause apply in this deed.

Accountable Body: Birmingham City Council.

Assignment Date: the date of this deed or any later date agreed in writing by the parties to this deed.

Borrower(s): The borrowers under each of the Loan Agreements as listed in Column (3) of Schedule 1.

Business Day: a day (other than a Saturday or a Sunday) on which commercial banks are open for general business in London and deposits are dealt with on the London Interbank Market.

Debt: any present or future liability (actual or contingent) payable or owing by any of the Borrowers to the Assignor under or in connection with the relevant Loan Agreement.

Loan Agreement(s): The loans comprised in the loan portfolio as listed in Schedule 1.

- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.
- 1.3 A reference to **this deed** (or any provision of it) or any other document shall be construed as a reference to this deed, that provision or that document as it is in force for the time being and as amended, varied or supplemented from time to time in accordance with its terms, or with the agreement of the relevant parties.
- 1.4 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors or permitted assigns.
- 1.5 The Schedules form part of this deed and shall have effect as if set out in full in the body of this deed. Any reference to this deed includes the Schedules.
- 1.6 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.7 Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 1.8 A reference to any party shall include that party's personal representatives, successors, permitted transferees and permitted assigns.
- 1.9 A reference to writing or written includes faxes but not e-mail.
- 1.10 References to clauses and Schedules are to the clauses and Schedules of this deed.
- 1.11 Any phrase introduced by the terms **including, include** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

2. ASSIGNMENT

2.1 Subject to the terms of this deed, the Assignor unconditionally, irrevocably and absolutely assigns to the Assignee all the Assignor's rights, title, interest and benefits in and to:

- (a) the Debt; and
- (b) the Loan Agreements.

with effect from the Assignment Date.

2.2 The Assignee agrees that it shall accept the assignment referred to in clause 2.1.

2.3 On the Assignment Date the Assignor shall make available to the Assignee any and all documentation and data relating to each Loan Agreement including without limitation:

- (a) Scanned copies of the original Loan Agreement and related loan documentation; and
- (b) Static and transactional data in the agreed form in relation to each of the Loan Agreements as at the Assignment Date.

3. INVESTIGATION AND RELIANCE

3.1 On the date of this deed and the Assignment Date, the Assignor represents and warrants to the Assignee that:

- (a) it is a duly incorporated limited liability company validly existing under the law of its jurisdiction of incorporation;
- (b) it has the power to own:
 - (i) the Debt; and
 - (ii) the rights and benefits under or in respect of each Loan Agreement

and carry on business as it is being conducted;

- (c) it has the power and authority to execute, deliver and perform its obligations under this deed and each Loan Agreement and the transactions contemplated by them;
- (d) it is the legal and beneficial owner and has good title to:
 - (i) the Debt; and
 - (ii) the rights and benefits under or in respect of each Loan Agreement

and no security interest or other encumbrance (including any rights of set off) exists, or may exist as a result of any arrangement or agreement, over the Debt or the rights and benefits of the Assignor under or in respect of any Loan Agreement;

- (e) other than any events of default agreed with the Accountable Body as part of the demobilisation of the fund management service provided by the Assignor to the Accountable Body, no event of default under any of the Loan Agreements has occurred, is continuing or will occur as a result of the assignment to be effected by this deed and no decision has been taken by the Assignor to accelerate or enforce its rights under any Loan Agreement;
- (f) it is not in breach of any of its obligations in relation to any Loan Agreement; and
- (g) all rights, benefits and obligations which the parties have agreed to assign or transfer to the Assignee under this deed are capable of being assigned or transferred.
- (h) there are no pending or ongoing legal actions in relation to any of the Loan Agreements.

4. NOTICE

The Assignee shall execute and deliver to each of the Borrowers a notice of assignment of the relevant Loan Agreement within 20 Business Days of the date of this deed.

5. RELEASE

The parties agree that from the Assignment Date the Assignor no longer has any rights in relation to the Debt and the Loan Agreements.

6. INDEMNITY

The Assignor shall indemnify and hold the Assignee harmless against any losses, damages or costs the Assignee suffers or incurs arising out of, relating to, or in connection with the Assignor's failure to state the minimum repayment amount in the original documentation relating to any of the Loan Agreements provided that:

- (a) Recovery of such losses, damages or costs under this clause 6 shall include any shortfall between the amount of the equity share under the relevant Loan Agreement based on a current

market valuation of the property which is the subject of the security for the Loan Agreement; and

- (b) The Assignor shall be entitled to obtain at its own cost and expense an independent valuation of any secured property as described in clause (a) above and in the event that the Assignee disputes such valuation a valuation carried out by the District Valuer will be final. Each party shall bear its own costs in relation to the District Valuer's valuation.

7. COSTS AND EXPENSES

- 7.1 Each party shall pay its own costs and expenses incurred in connection with the negotiation, preparation, execution, registration and performance of this deed (and any documents referred to in it).

8. FURTHER ASSURANCE

Each party shall do, or procure the doing of, all acts and things and execute, or procure the execution of, all documents as may reasonably be required to give full effect to this deed including without limitation any transfer and registration at the Land Registry of any mortgage or security relating to any of the Loan Agreements.

9. THIRD PARTY RIGHTS

A person who is not a party to this deed cannot enforce, or enjoy the benefit of, any term of this deed under the Contracts (Rights of Third Parties) Act 1999.

10. GOVERNING LAW AND JURISDICTION

- 10.1 This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales.
- 10.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this deed or its subject matter or formation (including non-contractual disputes or claims).

Schedule 1 Loan Agreements

(1) Date	(2) Loan Amount	(3) Borrower Name	(4) Security Address
17/01/2012	24500		Second Charge
04/08/2011	11124.27		Second Charge
21/11/2011	40080		Second Charge
02/06/2011	2988.4		Second Charge

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it

Executed as a deed by STREET
(UK) HOMES LIMITED acting
by [NAME OF FIRST
DIRECTOR], a director and
[NAME OF SECOND
DIRECTOR OR SECRETARY],
[a director **OR** its secretary]

.....
[SIGNATURE OF FIRST
DIRECTOR]
Director

.....
[SIGNATURE OF SECOND
DIRECTOR OR SECRETARY]
[Director **OR** Secretary]

THE COMMON SEAL OF
Redditch Borough Council was
hereunto affixed in the presence
of:

.....
[AUTHORISED SIGNATORY]

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LANDSCAPE IMPROVEMENTS

Relevant Portfolio Holder	Cllr Greg Chance Planning, Regeneration, Economic Development & Transport/Cllr Debbie Taylor, Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford Head of Planning & Regeneration/Guy Revans, Head of Environmental Services
Ward(s) Affected	Abbey
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	Key Decision

1. SUMMARY OF PROPOSALS

This report provides information for members on potential landscape improvements that could be undertaken within the Town Centre.

2. RECOMMENDATIONS

The Executive Committee is requested to RESOLVE that,

having reviewed the information contained within the report and appendix, the proposed spend of a proportion of the agreed budget and the intended timescales for the phasing of the project be endorsed.

3. KEY ISSUES

Financial Implications

- 3.1 The cost of implementing the recommendations will need to be quantified and appropriate funding allocated.

Legal Implications

- 3.2 The potential improvements will support the Councils Corporate Priority of "Community Safety" and Section 17 of the Crime and Disorder Act.
- 3.3 There are potential implications regarding improvements to assets not within Redditch Borough Council ownership and any such improvements would require the approval and authorisation of the respective owner which in regard to the train station has now been granted

Service / Operational Implications

- 3.4 The landscape improvements link with all three council priorities of Clean and Green, Safe and Enterprising Community. These improvements will provide a clean, attractive and safe place for residents of the Borough and visitors alike with improved lighting. By ensuring that the Town Centre is a vibrant place to live and work it will also help to attract inward investment and new businesses.
- 3.5 In order to secure the future of Redditch Town Centre, Redditch Borough Council oversaw the production of the Redditch Town Centre Strategy approved by Members in 2009. This document outlines the vision for the future of the Town Centre and the means of delivering this vision.
- 3.6 Successful town centres have at their heart an area of civic space, where shoppers, workers and residents alike can meet and feel safe in a pleasant environment. This space serves not only as a focal point for community activities and events but also defines and identifies the centre itself. Recent improvements have taken place to the public realm around Church Green. However, it is believed more can be done to develop the area as a focal point for the town with improved activities.
- 3.7 One of the recommendations in the Town Centre Strategy is to improve public realm in the Town Centre particularly around the Church Green area. The document also makes reference to the regeneration of St Stephens Church. Working in partnership with St Stephens Church the Town Centre Landscape Proposals would complement regeneration of St Stephen's Church to allow it to act both as a Church and as a focal point for the community, reinforcing the 'sense of place' and image of Redditch, complementing the Kingfisher centre and acting as a 'draw' between the Kingfisher Centre and the rest of the town centre.
- 3.8 The landscape proposals cover a wide section of the town centre including Walter Stranz Square, Alcester Street, Church Green, Unicorn Hill and land at Redditch Train Station although re landscaping at Redditch Train Station has already been completed utilising existing funding.

It is proposed to split the landscape proposals into 5 phases in project order as follows;

- 1) Church Green (North of St Stephens Church)
- 2) Unicorn Hill

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- 3) Church Green (South of St Stephens Church)
- 4) Alcester Street
- 5) Walter Stranz Square

3.9 Beginning with Church Green north, this area of land lies to the north of St Stephens Church focused around the bandstand and water fountain. In recent months the decision was taken for the bandstand to remain in its current locations despite the suggestion by the landscape architect to move it in the original proposals. Since then both the community and RBC have worked hard to bring this area back into use with events such as the Bandstand Festival which has lit up the community spirit and sense of ownership.

3.10 In preparation for The Bandstand Festival on 22nd September 2012 Redditch Community Forum researched how this area had been used in the past. Local Redditch historian, Alan Foxall put together a series of pictures which was well received on that sunny Saturday afternoon. Keeping in mind how the people of Redditch used the Bandstand in the past and also how our communities could use this area in the future the following suggestions are put to members to improve the vitality and viability of the area;

- a) New Signage
- b) Remove bedding areas and new landscaping scheme
- c) New benches and bins consistent with those used at the gateways site at Redditch Train Station
- d) Introduction of Cycle racks
- e) Cleaning and repainting of the pole planters and street lights
- f) Introduction of bollards for vehicle prevention

These changes are shown in more detail in appendix 3 – proposed Church Green landscape scheme

In addition to this The Choose How You Move project will be funding the bike racks, improved signage and information kiosk within the town centre.

Customer / Equalities and Diversity Implications

3.11 These proposals will impact on all residents of the Borough and visitors using the Town Centre. The proposals have been advertised in the press and extensive public consultation has taken place where Officers have been available at drop in sessions to answer questions and brief the public on the plans. The public were informed that their details would be included on a database if representations were made to keep them fully up to date of progress on the project. Key issues arising from these consultations have been detailed previously in the report.

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3.12 There are equalities and diversity implications

4. RISK MANAGEMENT

No risks have been identified.

5. APPENDICES

Appendix 1 - Proposed landscape scheme

6. BACKGROUND PAPERS

None listed.

AUTHOR OF REPORT

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STREET NAMING AND NUMBERING – REVIEW OF POLICY

Relevant Portfolio Holders	Councillor Greg Chance, Portfolio Holder, Planning, Regeneration, Economic Development and Transport and Councillor Phil Mould, Portfolio Holder, Corporate Management.
Portfolio Holder Consulted	(At Portfolio Holder Briefing)
Relevant Head of Service	Deb Poole, Head of Business Transformation
Wards Affected	All Wards
Ward Councillors Consulted	No
Key Decision	

1. SUMMARY OF PROPOSALS

This report seeks approval of a small revision to the existing policy on Street Naming and Numbering for Redditch Borough Council (RBC). It also seeks approval for an addition of a new street name to be added to the official list.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

- 1) **the revised policy on Street Naming and Numbering, as attached to the report at Appendix 1 and 2, be approved and adopted;**
- 2) **‘Handford’, a young man who was killed during construction of a development within the Redditch area, be added to the list of potential street names.**

3. KEY ISSUES

Financial Implications

None.

Legal Implications

- 3.1 The Council provides this statutory function under Section 64 and Section 65 of the Town Improvement Clauses Act 1847 together with the Public Health Act 1925 (Section17).

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Service / Operational Implications

- 3.2 In order to standardise the street nameplates within the Redditch Town Centre, in align with the Town Centre Landscape Improvements.

Customer / Equalities and Diversity Implications

- 3.3 Member agreement to approve the change of the street nameplates within the Town Centre curtilage, as defined by the Redditch Borough Council Local Plan No. 3, to those prescribed in the conservation area.

4. RISK MANAGEMENT

None

5. APPENDICES

1 – Proposed Revised Street Naming & Numbering Policy

2 – Current list of candidate names for street naming.

6. BACKGROUND PAPERS

Current RBC Street Naming and Numbering Policy (2012).

AUTHOR OF REPORT

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APPENDIX - Street Naming and Numbering Policy

Summary

The naming and numbering of streets and buildings is a statutory function that Redditch Borough Council provides in exercise of its powers and duties under the Town Improvement Clauses Act 1847 and the Public Health Act 1925. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing (to include email) to their appropriate Council following the procedures detailed in this policy.

As far as street naming proposals are concerned, we are happy for developers or owners to propose their own preferred names for consideration. However, it is recommended that more than one suggestion for a new name be put forward in case the initial one fails to meet the criteria. It is desirable that any suggested road name should have some connection with the area concerned.

If proposals comply with our Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the Council, the local Parish Council (when appropriate) or the Royal Mail Address Development Centre, the new address will be formally allocated and all relevant bodies will be notified. See Appendix A for a list of those parties to be informed by both Authorities.

Where street names or previous numbers have been established without reference to Redditch Borough Council, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act.

To aid the emergency services, we will ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off of it will be officially addressed to include that street name.

The Council Commitments

- To treat everyone in a fair and equal manner in line with the Equality and Diversity Policy.
- To deliver value and to place the customer first.
- To meet our statutory duties with regards to Street Naming and Numbering

Street Naming & Numbering – Statutory Function

General Information

Street naming and numbering is a statutory function of local authorities. The powers for this function are contained in the following Acts:

- Towns Improvement Clauses Act 1847, ss 64 and 65; and
- Public Health Act 1925, ss 17, 18 and 19

The departmental responsibility is different within each local authority. Some of the departments who may do the work are:

- Building Control;
- Planning
- Highways and Transportation; and
- Engineers

Legislative requirements

The primary legislation (Towns Improvement Clauses Act 1847, s 64), ensures that local authorities shall cause houses, and buildings in all or any street to be marked with numbers as they think fit. The street name also has to be displayed. It also gives the local authority the power to prosecute anyone who destroys, pulls down, or defaces those signs, numbers and names or anyone who puts up a different name or number to that which was approved. The penalty in a successful prosecution is a fine as determined by Magistrates.

The Towns Improvement Clauses Act 1847s 65 tells occupiers of houses and other buildings to mark their buildings with numbers (as approved) and renew them as often as they become obliterated or defaced. The local authority has the power under this section to prosecute anyone who fails to do this, they may also carry out the work and recover the money from the occupier. The penalty in a successful prosecution is a fine at level 1 on the standard scale.

The Public Health Act 1925 built upon the primary legislation recognising the growth of urban populations and authorities and the need to work with various public bodies with vested interests in street naming and numbering as well as the need to consult and involve affected owners and occupiers.

The Public Health Act 1925, s 17 made it clear that the urban authority should be notified of proposed street names. The authority could then object within one month in writing. The reason for objections could be that those names already exist, but this power was very important because it allowed the authority more control over the process.

It also prohibits the setting up in any street the name, until after one month's notice to the local authority, or until any objection by the urban authority has been removed or overruled on appeal. The penalty for contravening this is a fine as determined by Magistrates.

The Public Health Act 1925, s 18 gave the power to urban authorities to alter the street name or any part of a street, and assign a street name or part of a street where a name has not been given. The authority must give one month's notice before making an order and it must be posted at each end of the street or that part affected. The notice must set out details of where to appeal to if any person is aggrieved. Appeal is to a petty sessional court (Magistrates' Court) within 21 days.

The Public Health Act 1925, s 19 gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and also alter or renew it if it becomes illegible. This section makes it illegal to pull down a street name which has been lawfully set up or fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements is liable to a fine imposed by Magistrates.

The legislation give the boroughs the ability to make Regulations about erecting the names of public streets and ensuring that the names and numbers of buildings are displayed by owners in accordance with those regulations.

Byelaws

Local authorities have powers to make regulations and do so in relation to street naming and numbering.

It is incumbent upon the local authority to consult with interested parties such as parish councils, fire authorities, police authorities and the Royal Mail / Post Office.

Adjacent groups of local authorities sometimes work together to ensure a consistent approach in order to assist developers and owners of buildings.

Postcodes

Within this process the local authorities are **not** responsible for postcodes – these are only allocated by the Royal Mail after notification by the Authority. The postcode enquiry line is 08456 045060, or you may e-mail them at addressdevelopment@royalmail.com

Definition of "Street" shall extend to and include any road, square, court, alley and thoroughfare within the limits of the Towns Improvements Clauses Act 1847 or relates to any thoroughfare which when named will be included in an official postal address. In all such instances we will consult with Royal Mail, and the Emergency Services of suitability.

S.3 Towns Improvement Clauses Act 1847

Note: The above definition does not distinguish between adopted and un-adopted roads.

The law relating to the naming of streets and numbering of houses is found in various statutes; the power of local authorities will depend upon whether or not particular provisions have been adopted.

Public Health Act 1925

Section 17 (adoptive provision)

Notice of intended street name should be sent to the authority who within one month (21 days) may object in writing to the proposed name.

If objection notice served the person proposing the name may appeal within 21 days to a petty sessional court.

Section 19 (adoptive provision)

The authority shall cause the name of every street to be painted in a conspicuous position on any house, building or erection in or near the street.

Where the provisions of Sections 17 and 19 of the Public Health Act 1925 are not in force the relevant rules are found in the: Towns Improvement Clauses Act 1847 Section 64

This empowers the authority to give a name to a street which is not already named. It is also the duty of the authority to cause to be put up or painted the numbers to the houses as they think fit. It does not empower them to change or alter the name of a street.

Public Health Act 1925

Section 18 (adoptive provision)

The authority by order may alter the name of any street or part of or may assign a new street name.

Not less than one month before a street is given a name the authority shall cause notice of the intended order to be posted at each end of the street.

Notice should contain statement that appeal may be lodged within 21 days to petty sessional court by any person aggrieved.

Where Section 18 of the Public Health Act 1925 is not in force the provisions of:

The Public Health Acts Amendment Act 1907 (S.21)

Section 21

The local authority may alter the street name with the consent of two thirds in number of the ratepayers in the street.

Note: Section 21 is not of general application

Towns Improvement Clauses Act 1847

Section 64:

The Council can initiate to be put up or painted the number(s) to the house(s), as it thinks fit.

Section 65:

The occupiers of houses and other buildings in streets must mark them with such numbers as the authority approve and they must renew them whenever necessary. If an occupier fails to do this within a week from notice from the authority he is liable on conviction to a penalty.

In the event of an appeal against either Councils decision(s) then details should be sent to:-

Local Government Ombudsman
The Oaks No 2
Westwood Way
Westwood Business Park
Coventry CV4 8JB
Phone: 024 7682 0000
Fax: 024 7682 0001

For further information go to www.lgo.org.uk

Power to charge under Section 93 of the Local Government Act 2003

The Council is not permitted to charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of section 64 and 65 of the 1847 Act coupled with section 93 of the Local Government 2003 Act.

Specific Policy Areas

Naming Streets and Numbering - Houses

Section 64 of The Town Improvement Clauses Act 1847 requires Councils to ensure houses and buildings are “marked with numbers as they think fit”. We also have a responsibility to make sure that the street names are displayed. Should any person destroy, deface or put up another number or name other than the official one, then that person shall be liable to a fine of up to £200 under the provisions of the Criminal Justice Act 1982 for every such offence.

While Redditch Borough Council is the authority for naming streets, in practice authority is delegated to Officers of the joint Street Naming and Numbering Team, in consultation with relevant Members, and with reference to the approved policy and approved list of ‘candidate’ street names.

Property developers may also suggest names for new streets. These too will be received by us and checked against our criteria (see following section).

In the case of Feckenham Parish Council, the Borough Council will give priority to and follow any suggestion of the Parish Council as long as it meets the approved naming criteria. In cases where the Parish Council suggestion does not meet the criteria a final decision will be made by the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation.

All costs for the erection of signs for new streets will be borne by the property developer. There is a recommended specification for the signs and their preferred locations for general street signage, for those that fall within the designated Redditch Town Centre, will be of the same specification of those used within the Redditch Conservation Area. The Council must be contacted for advice before both ordering and erection of such signs.

Maintenance of street signs becomes the Council’s responsibility once a street has been adopted.

It is unlawful to erect a street nameplate or a property nameplate until the said name has been confirmed in writing by Redditch Borough Council.

Note: Contravention of the above attracts a fine of up to £200 under the provisions of the Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). There is also a daily penalty not exceeding £1.

Criteria for naming streets (residential and industrial)

General Information

The Council will use these guidelines when agreeing a new number or address. Developers and individuals should follow these guidelines for any suggested street names:

New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area.

A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.

A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not acceptable as it can have a detrimental effect in an emergency situation.

This is in line with Government guidance found in **Department of Transport Circular No Roads 3/93**. [Appendix C]

In general the following guidelines should be adhered to:-

1. Street names should not be difficult to pronounce or awkward to spell, in general, words of more than three syllables should be avoided.
2. Avoid aesthetically unsuitable names such as Gasworks Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation like Hoare Road, Typple Avenue, etc.
3. A new street or building name should not begin with 'The'.
4. Subsidiary names (i.e. a row of buildings within an already named road being called '.....Terrace') should not be used.
5. The Council(s) will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.

Owing to the former status of Redditch as a "New Town", a particular hierarchy has been established to help designate street naming and this must be adhered to as follows below:-

Hierarchy of Street Designations in Redditch Borough Council

The Council's duty is to ensure that the streets can be identified clearly for strangers to the Borough, to enable deliveries of mail and other items to be carried out in an efficient manner and emergency services to reach specific points in the town without delay from confusion.

The name of a street is intended to convey its status in the road hierarchy. In the case of roads in classes (iii), (iv) and (v) of the Road Hierarchy it is also intended to provide a guide (by use of an alphabetical sequence of initial letters) as to where it lies in relation to other roads of the same status opening off the same major road.

The hierarchy is established principally to maintain the consistency which was applied in New Town Developments across the whole of the Borough. It may not need to apply rigidly in older areas of the town, or in rural areas, such as Feckenham, where appropriate local variations are permitted.

The road hierarchy contains six levels. These are:

(i) Primary Roads

These serve as the main route for all heavy traffic flows. They are named "..... **Highway**", after the town to which they lead. All have now been named.

(ii) District Distributors

These serve as the main routes in and out of the town's districts. They normally have no frontage development on them, and carry little or no through traffic though they may carry some cross-town traffic. They are named "..... **Drive**", usually after some part of the district that they serve.

(iii) Local Distributors

These serve as the accesses to areas of housing, often comprising several different estates. They connect at one end into District Distributors. They are often cul-de-sacs, but they do not have houses fronting onto them except at their upper ends and also in some cases, where the architect, designing the layout of one of the housing developments, has departed from the usual principles. They are named "..... **Lane**", and the name is taken from the local tithe map. So far as possible, the initial letters of the names for Local Distributors opening off a District Distributor are taken in alphabetical sequence from one of its ends, so that drivers knowing the principle but not knowing the area can know which way to drive along the District Distributor to find the Local Distributor turn out that they want.

iv) Housing Access Roads

These are minor roads, almost invariably cul-de-sacs, serving individual developments or parts of individual developments. They connect directly onto a Local Distributor, not onto another Housing Access Road except in exceptional circumstances. They are called "..... **Close**", and the names are taken from a list compiled from a list of parish names for this and other areas in the country. The names are chosen so that the initial letters of the roads that open off an individual Local Distributor with the District Distributor, but not necessarily starting with "A".

(v) Industrial Access Roads

These serve as Local Distributors and also as Access Roads, in industrial areas. They are named from the Tithe Map, and are all called "..... **Road**".

(vi) Public Transport Routes

These are specialised roads serving buses with, in some cases, an element of general traffic going to a district centre. They are named "..... **Way**", using names related to the district that they pass through. All have been named.

(vii) Hierarchy

Note that as a general rule each road connects, as its main connection, into a road further up the hierarchy. Closes connect directly into Lanes, and Lanes connect directly into Drives, so far as possible, no Close connects (as its main access) into another Close. Sometimes the layout chosen by the architect makes it difficult to follow this naming policy without causing trouble for street numbering, and this point has to be considered when the naming arrangements for an estate are being worked out.

REDDITCH SUMMARY

Primary Roads	-	Highway
District Distributors	-	Drive
Local Distributors	-	Lane
Housing access Roads	-	Close (Mews or Gardens in addition, in appropriate cases, where numbering cannot be altered; or Road where this mirrors the existing naming scheme – mainly in older parts of the town)
Industrial access Roads	-	Road
Public Transport Routes	-	Way

In addition we also have:

- Town Centre roads - Street
- T C Pedestrian precincts - Walk, Square.

Residential cul-de-sacs normally take the name of a parish from other counties.

Any new development where there is a strong, identifiable local naming scheme, such as in Batchley or Vaynor, would take the name of a tree or poet in keeping with tradition.

For Distributor roads and roads serving industrial development, names taken from the tithe map or districts rather than parishes are preferred.

Town Centre roads and walkways are taken from streets now removed by redevelopment. (Skinner Street is possibly the last remaining name available for use).

The Council's criteria for assigning a new Postal Address

After receiving a request for an address for property / properties which currently have not been addressed, the Council will first check for approved planning permission. If this has been granted then they will start the process of creating a new address.

If the dwelling/industrial unit does not have Planning Permission

The Council will start the addressing process, providing the properties have been successfully assessed for Council Tax or National Non-Domestic Rates and as long as these properties have a secure mail delivery point.

The Council will not give a **number** to properties without it having the relevant planning permissions. Only dwelling names will be accepted in these circumstances, providing they meet the criteria set out. If an applicant fails to provide an acceptable dwelling name to a non-permitted development then a descriptive name will be issued. Such names can be changed later by the applicant following the standard procedure. The reasoning behind this is to ensure the numbering sequence of any street is not disrupted by additional properties which have not gained proper planning permission and therefore are likely to be subject to enforcement action, which may result in removal by demolition.

Issuing an address to properties without planning permission will have no bearing on planning matters or be capable of being used in support of any planning appeals.

Under no circumstances will either Authority grant an official address without either planning permission or an assessment for council tax being in place. This includes agricultural and other lands. This conforms to Royal Mail policy and guidelines used for postcode allocation.

Providing Postcodes

When an approved address is agreed by all parties, Royal Mail will confirm a Postcode. The maintenance and any future changes to this Postcode are The Royal Mail's responsibility and not subject to any involvement by the Council.

Address Locality

Localities within the official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their postal address, the Council's Street Name and Numbering team will advise them to consult Royal Mail, who have a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

The Council does however remind applicants that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that can be several miles away.

General Guidelines for numbering buildings

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Private garages and similar buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, with the number 13 not normally being omitted unless specifically requested. And once numbered we will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems.
 - Buildings (including those on corner sites) are numbered according to the street in which the **main entrance** is to be found.
 - If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- In residential buildings (e.g., blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names.
 - All new block names should ideally end with one of the following suffixes:
 - House
 - Court – residential and office block only.
 - Point – high block residential only.
 - Tower – high block offices or residential.
- The Council will use numbers followed by letters only where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior

to the numbering scheme commencing.

For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.

We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street. ***If the developers request this, once occupancy has started to take place, they (the developer) will be liable for compensating the occupiers for any charges levied on them (the occupier) with regards to changing their address.***

- For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must apply to have the property registered with the change.

Where a property has a number, it must be used and displayed.

Where a name has been given to a property which also has an official number, the number must always be included in any correspondence. The name cannot be regarded as an alternative.

This is enforceable under section 65 of the Town Improvement Clauses Act 1847. The Council does not need to be informed of name changes to properties that have official numbering. However if a name is provided the authority will store the property name as data on our systems as an alias reference only.

This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

- The Council will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed.

In addition to these guidelines developers and building owners should be aware that planning permission maybe required in the following instances when adding a physical address to a building:

- Listed buildings: if the proposed name/number display would affect the special character of the building.

Even relatively small-scale displays or alterations may require listed building consent.

It is also possible that a nameplate attached to a listed building could be regarded as an advertisement and the following condition maybe applied.

- Advertisement Control: it is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (control of Advertisements) Regulations 1992.

Allocation of Postal Addresses to New Developments (individual & multiple)

The property developer should not give any postal addresses, whether implied or by using development names, including a postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been ratified and issued by Redditch Borough Council, the Authority will not be liable for any costs or damages caused by failure to comply with this.

Applicants must contact Redditch Borough Council prior to a formal application in order to get advice and guidance on our naming / numbering policy and the positioning of nameplates.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names can be made in case the Council, Royal Mail or members of the public make an objection.

Initial approval for street names will be sought from Royal Mail. If Royal Mail objects to a name an alternative will need to be suggested.

If within the Parish of Feckenham, the proposed street names are then forwarded to the Parish Council for their approval. The Parish Council can at this stage object and suggest its own names that conform to the Council's and Royal Mail policies. However there will be a time limit of 30 days to object and suggest new names.

While we are the authority for naming streets, in practice we will follow any recommendation of the Parish Council, as long as it meets the naming criteria.

Where the Council cannot agree, final approval of street names will be given by the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation.

The developer will cover the initial costs of ordering and sighting of the street nameplates. The Council will cover maintenance costs once the street has been officially adopted.

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official dwelling names and no numbers, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings"

When numbering is complete the Council will contact all the bodies listing in Appendix A.

Procedure for individual requests for Address Changes

If the property has a house number, it will **not** normally be possible to replace the number with a name. In cases of dispute the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation will decide. These will only be considered where it can be shown that the current numbering system causes delivery problems or emergency response issues, evidence of this will be obtained via the records of the body making the complaint. Also, if more than one property is affected then the agreement of all owners inconvenienced will have to be obtained if a global change is required.

To request a change to an address, the owner must give us either by email to **lpgqueries@bromsgroveandredditch.gov.uk** or **custodian@bromsgroveandredditch.gov.uk** or in writing (see Appendix B for address details) the following information:

- the existing property name, road name and postcode
- the proposed new property name
- a suitable plan showing the exact location of the property if the property is not easily identifiable from the existing address.
- a date from which the house name should be changed (if not immediate).

Requests can only be accepted from the owners of properties; tenants wishing to change a property name must seek the permission in writing of the owner and submit a copy of the authorisation letter to the Council.

We cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check will be made by the Council to ensure there is no other property in the location with the same or similar name. Royal Mail will then be asked for their opinion on the suitability of the chosen name in case it may cause delivery problems due to the similarity with other locally named properties. Royal Mail cannot guarantee mail delivery if their advice is ignored. In these situations, we will formally advise the applicant against the name and also contact those other affected properties. Owners / residents of affected properties may take legal action if they have delivery problems caused by such name changes that are contradictory to advice given.

Once all checks are satisfactorily complete the Council will change the name of the property and advise the relevant parties both internal and external and this will include Royal Mail, Ordnance Survey, and the emergency services, internally we will notify Council Tax, and as a minimum the Local Land and Property Gazetteer team. A full list of those to be informed is included in Appendix A.

Conformation in writing or email, to the owner of the property, will show the new official registered address, along with a map extract where applicable.

Procedure to name / re-name an existing street

All such requests should originate from a Councillor for the Ward concerned or, in the case of the Parish of Feckenham, the Parish Council,. The Parish Council / Councillors can only make such a request if they can demonstrate that the request is for a bona fide concern that is causing problems and also owners / residents of all the affected properties have been consulted and at least two thirds are in agreement. If an individual wishes to request a change they must obtain the consent of at least two thirds of the properties concerned to be in agreement and progress their action through either the Parish Council or Councillor for the Ward providing they give consent to act on their behalf.

Once raised by the Parish Council / Councillor and the request for change is accepted by the Council, we will confirm with Royal Mail that the new name is acceptable and seek final confirmation from the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation.

All costs associated with providing and erecting name plates, except in exceptional circumstances, will be met by the Council, and once sited, the Council will maintain all necessary name plates.

Who is responsible for delivery of Street Naming and Numbering?

The Street Name and Numbering team, in consultation with Planning and Environmental Health Departments, the Council Tax & Non Domestic Rate Teams and Electoral Services.

Performance Monitoring

The Street Name and Numbering team will pass all requests for **new street names** to the relevant Council officers as mentioned above, who will pass back their recommendations; the Council will normally complete the process within 30 days. If no recommendations or comments are received within the time period given then it will be deemed to be accepted and the next stage of notification will commence

All requests for property name changes will be dealt with in 10 working days. *Please note, it may take at least six months for name changes to take effect in the systems used by other companies and organisations.*

Policy Consultation

This policy has been written by the Street Name and Numbering team in consultation with the Head of Business Transformation and has been discussed by the Corporate Management Team.

Policy Review

This policy will be reviewed annually by the GIS team within Business Development.

[This team has control of the gazetteers and the SN&N function]

Appendix A

Organisations we inform of new/changed addresses

External:

Valuation Office Agency
Land Registry
BT Newsites
British Gas Transco etc
Ambulance Service
Power Distribution Services
Hereford & Worcestershire Fire & Rescue Service
Geographers A-Z Map Company
West Mercia Constabulary
West Midlands Constabulary
Worcestershire County Council (Various departments)
Severn Trent Water
Ordnance Survey
Royal Mail Delivery Office Manager –

Internal:

Council Tax
Planning
Environmental Health
Land Charges
Electoral Registration

Appendix B

Contact Details

GIS Development Officer

Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: 01527 881425

GIS Support Officer

Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: 01527 881425

e-mail: llpqueries@bromsgroveandredditch.gov.uk

Appendix C

Department of Transport Circular No Roads 3/93 [edited in part]

Dated December 15th 1993, and issued by the Department of Transport

1. This Circular supersedes Circular Roads 35/77 but does not place any new burdens on local authorities. It updates the advice given in that Circular on design and installation of street name plates and reminds authorities of the need to maintain regular contact with the Royal Mail on new or revised naming and numbering proposals.
2. Councils are asked to ensure that consultation takes place with the appropriate Royal Mail Postcode Centre at an early stage when considering new street naming and building numbering schemes. This is to allow the Postal Services adequate time to comment before agreement is given to a scheme and enables the Council to make changes to the proposals in the light of any representations received.
3. It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same locality. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed.
4. All authorities are reminded of the continuing need to maintain a good standard of street name plates and property numbering schemes and to improve existing standards where necessary. Both are essential for the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public. It should be remembered that street names should be legible by night as well as by day. Adherence to the standards set out can help to achieve the maximum advantage from the expenditure undertaken.
5. The illustration of particular designs [below] is not intended to preclude the use of others which might be more suitable for a particular locality, but authorities are strongly recommended to adopt approximately the same ratio of legend to background and to avoid unduly thin lettering in order to ensure legibility. Good colour contrast is also important and combinations which are likely to be a particular problem for those who are colour blind should be avoided. It is not suggested that existing plates of character and distinction should be replaced. The aim should be to promote a good standard of design.

This can be achieved by following the criteria set out.

6. Authorities are requested to keep the street name plates and building numbering schemes in their area under review and to ensure they are of a good standard. Street name plates at the junctions with main traffic routes should be given the first priority.
7. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Sections 17-19 of the Public Health Act 1925, and for London Boroughs Part II of the London Building Act(Amendments) Act 1939, as superseded by Section 43 of the London Government Act 1963 and paragraph 14 to Schedule 8 of the Local Government Act 1985.
8. Could you bring this circular to the attention of the Chief Surveyor or Engineer and the Chief Financial Officer to your authority.

Recommendations for the installation of street name plates

9. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable this may be varied up to a maximum of 6 metres.
10. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above ground level at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obstruction is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
11. Name plates should normally be fixed at each street corner. At minor cross-roads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or it is thought that paragraph 8 would apply. At major cross-roads, name plates will be necessary on both sides of each arm.
12. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
13. Where the street name changes at a point other than a cross road both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which part of the street the names refer.
14. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.

15. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
16. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
17. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (*e. g.* where an important side road has a narrow entrance or in the exceptional circumstances mentioned in par. 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
18. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees or other growth.
19. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
20. Duplication of street names or nearly similar street names should be avoided within one postal area.

Recommendations for the design of street name plates

21. Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
22. Capital lettering should be used to avoid confusion with traffic signs, which generally employ lower case lettering
23. Figures (i)-(vi) illustrate suggested alphabets and designs. It should be noted that many serif alphabets do not perform well when used on reflectorised backgrounds. Authorities are recommended to employ “sans serif” lettering on reflectorised name plates. Figures (iii) and (iv) employ a “sans serif” Gill letter. Figures (v) and (vi) use the pre-1965 Revised Standard Transport Alphabet. Figure (vii) shows the Transport Heavy Alphabet which is in current use for black legends on traffic signs.

The relationship of the stroke thickness to the letter height is shown in brackets. (It should be not more than 1:7 and not less than 1:4 to ensure adequate legibility). Figure (v) illustrates a street name plate with a “No Through Road” sign (diagram 816.1 in the Traffic Signs and General Directions 1981 (same number in the 1994 TSRGD). This sign may be used with any street name plate to indicate a no through road to vehicular traffic.

24. A 100mm actual capital letter height of lettering is the recommended standard for both the standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design shown in Figure (vi) with either the Standard Transport or Transport Heavy Alphabets at 75mm letter height is preferable to using a 100mm alphabet with compressed letters and spacing. A 150mm letter height may be more appropriate on fast main roads.
25. Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7:1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium lighting. The white background should be reflectorised wherever plates are likely to be viewed in the light from vehicle headlamps.
26. Only well known abbreviations should be used
e. g. Ave., Cres., St., etc.
27. When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
28. Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provided post care should be taken to ensure that the appearance of the post and back of the plate are as pleasing and as unobtrusive as possible. Aircraft Grey No. 693 to BS381c has been found an unobtrusive colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.
29. Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 1) is necessary if this is to be effective.
30. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle.

The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E etc. are those which need to be furthest apart.; the curves in B, C, D, G etc. permit a slight decrease in spacing; right angled letters, E, F, L etc. and sloping ones, A, K, V etc. can be closer still; some combinations such as LT, LY and VA can almost overlap.

31. The minimum spacing between words should be some 40-50 per cent of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50 per cent of the letter height, and spacing between the lines not less than 40 per cent of the letter height.
32. If district names are included on the name plate they should be shown in a smaller or reduced height of lettering. Figure (iv) gives an example. (see below)



FIG. I KINDERSLEY — 90



FIG. II KINDERSLEY — 90



FIG. III GILL ($\frac{1}{2}$) — 90 & 50



FIG. IV GILL ($\frac{1}{2}$) — 90 & 50



FIG. V PRE-1965 REVISED STANDARD ($\frac{1}{8}$) - 100 & 50



FIG. VI PRE-1965 REVISED STANDARD ($\frac{1}{8}$) - 75 & 50



FIG. VII TRANSPORT HEAVY ($\frac{1}{3.2}$) - 105 (related to 75 x-height)

all dimensions in millimetres

APPENDIX 2 - Street Naming and Numbering Policy

'CANDIDATE LIST' FOR STREET NAMES

1. Parish and Tithe records

(compiled from the Crockfords Ecclesiastical Directory 1996 and other historical information – reference list available to view at Town Hall)

Parishes within a radius of 100 miles of Redditch

Field and other local topographical names.

2. Past Chairs and Mayors

Redditch Urban District Council

(1896 to 1973 in date order, excluding living persons)

Haines	Taylor
Townsend	Wilkinson (involved in building of Palace Theatre)
Gross	Bird
Guise	Paramore
Moule	Griffith
Whiteley	Spencer
Wright	<i>Wharrad</i>
Bladon	Hunt
Hughes	Dickens
Hollis	Parton
	Cole
	Ramsey, Vera
Whitmore	Beddowes, Pat
	Hadley, Joan

Redditch District Council 1974 - 1980 (excluding living persons)

Redfern, Ken

Redditch Borough Council (excluding living persons)

Baddeley, Doug
 Jones, Alan
 Passingham, Betty
 Smith, Bob
 Watton, David

Other Civic:

Treadgold, Mr E A (Former County Councillor, proposed in answer to Leader's Questions at the Council meeting 29th of January 2007).

3. Well-known local "Characters"

<u>Name:</u>	<u>Details</u> (if known):
Addeley	
Anker, Ron (suggested by Public & Environmental Services Committee 13/11/01)	Former serviceman, President of British Legion.
Arkles	
Beale	
<i>Bonham, John</i>	<i>Musician, Led Zeppelin (request from member of the public 2011)</i>
Bennett, Mavis	The "Redditch Nightingale", former radio star and opera singer.
Chipperfields	Showman, circus
Field, Charlie	Rag and bone man
Greenhill	Spring manufacturer
Gwilliam	Teacher
Harvey	
Heaphy	Shopkeeper
Hopkins	Shopkeeper
Hunt	Founder of Hymatic, fundraiser – note: similar to "Hunt End"

Humphries	Family butcher and shoe shop proprietor
Jarvie	(Dr.) Popular local GP
Maries & Coulson	Spring manufacturer
<i>Martin, Jackie</i>	<i>Local Character and Hospital Visitor – several requests & petition 2009.</i>
Ralph	Fruiterer, Redditch Carnival involvement
Sarsons	
Stallard, Charles	Local Artist
Taylor	Doctor (who delivered most of the babies of Redditch between the years 1790 and 1828)
Turvey	
Webb	Shopkeepers, Church Green
Whittington	

4. Redditch Needle and Fish Hook Manufacturers

Adams	Laight	Shrimpton
Allcock	Laugher	Tandy
Allwood	Lewis	Thomas
Avery	Lloyd	Townsend
Baylis	Mogg	Warner (Jonah)
Booker	Morrall	Warrin
Chambers	Morris	Webb
Cook	Newhall	Welch
Dyson	Paice	Wilkes
English	Perks	White
Evans	Pitts	Willis
Gould	Reading	Wyers
Guardner	Roberts	
James	Rodgers	
	Sealey	

Notes:

The source of the above information is the 1869 White's Trade Directory (recognised as the peak for the needle and fishing tackle production in the Redditch area).

Forge Mill Museum have highlighted the above names as being the most notable; there is no information available on sizes of the factories but addresses are available where known.

Where a name is not listed that name has previously been utilised to name an existing road or building name.

5. Other local and historical nature

Twining-related:

Burgundy (Region of France where Auxerre is located)

Freedom or Liberty (e.g. " - Square", proposed by Redditch Pakistan Community Forum, in relation to Gujar Khan Link)

Other names of twinning relevance (in relation to Auxerre, Mtwara, Gruchet-le-Valasse, St Elizabeth and Gujar Khan).

6. Town Centre Roads and Walkways

These have in the past been taken from streets now removed by redevelopment .

(Skinner Street is possibly the last such name remaining available for use.)

Names rejected or no longer available

A. Names not considered by Royal Mail to be suitable for use

Davis Royal Mail advise this is too similar to Davids Close.

Goodread Gardens, suggested during development proposals at Auxerre Avenue.

Royal Mail advise this is too similar to Goodrich Close.

Poole Royal Mail advise this is too similar to Pool Bank.

Quiney Royal Mail advise this is too similar to Quinneys Lane.

B. Names now allocated:

Chillingsworth (*named after the first tenant of Forge Mill*)
now allocated to block within Dixon Close, Enfield
(former Gas Works Site).

Harris (*named after the former Head Teacher of Ipsley County Primary School, which used to occupy the same site*)
now allocated to Harris Close in Greenlands.

Hollington (*named after well-known local Shopkeeper*)
now allocated to block within Dixon Close, Enfield
(former Gas Works Site).

Llewelyn Now appears in Margaret Llewelyn Davies Close.

Paddock (*named after Tom Paddock, 1824 -1863, of Redditch - bare-knuckle and English heavyweight boxing champion.*)
There is now a Paddock Lane.

Perkins there is now a Joseph Perkins Close.

Seacole There is now a Seacole House (*named after Mary Seacole, Jamaican nurse during the Crimean War*).

Somner (*named after Ken Somner, former Councillor and Mayor*)
now allocated to new housing development, adjacent to Breedon Close, Lakeside.

Stranz (*Freeman of the Borough Walter Stranz, former Councillor and Mayor*). Walter Stranz Square.

Wilson (*named after Mrs Pat Wilson, former Councillor and Mayor*) now allocated to new housing development off Feckenham Road, Headless Cross.

END.

EXECUTIVE COMMITTEE

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POLICY FOR LEASES OF COUNCIL LAND & PROPERTY AT A CONCESSIONARY RENT

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

1. SUMMARY OF PROPOSALS

Members are requested consider a draft policy for the granting of rent relief/concessionary rents to voluntary sector organisations.

2. RECOMMENDATIONS

The Executive Committee is requested to RESOLVE that

- 1) the Draft Policy attached at Appendix 1 to the report be approved, and implemented with immediate effect for new tenancies;**
- 2) transitional arrangements be introduced with effect from 1st April 2013 to allow the policy to be fully implemented over a three year period taking into account the terms of existing leases; and**
- 3) authority be delegated to the Head of Finance and Resources in conjunction with the Council's Voluntary Sector Grants Co-ordinator to approve concessionary rents/rent relief in line with the draft policy attached at Appendix 1 to the report.**

3. KEY ISSUES

- 3.1 There has been a lack of consistency with regards to the rents for non-operational property by community/voluntary groups. Officers have delegated powers to approve rent reviews and new leases at the 'market' rent. Any requests for concessionary rents/rent relief must be approved by members via a formal report to the Executive Committee. There are no criteria at present for determining the level/scale of the concession. This process operates in isolation of the Grants Programme for the Voluntary and Community Sector. The need to report to Committee places a delay in the lettings process due to the timetable for the production of committee reports.

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- 3.2 The creation of a new clear policy should ensure that all grant applications from local voluntary sector organisations are treated equitably. It should enable quicker decisions on each application to be made by reference to the new policy criteria. Having clear criteria in terms of approving or rejecting applications should be open and transparent in much the same way as the Council's general grants process.
- 3.3 A number of voluntary sector organisations who currently occupy Council properties will not be paying rents that match the criteria proposed in the new policy. In order to equalise the arrangements in terms of the level of concession/rent relief enjoyed by each organisation and avoid imposing significant rent increases on some organisations it will be necessary to introduce transitional arrangements to allow organisations to adjust over a period of time. When these periods commence will be dependant upon the current position with each tenant. Some tenants will have signed lease agreements whilst others will be occupying on a tenancy at will. It is recommended that a three year period of transition is approved to allow a reasonable period of adjustment.
- 3.4 It is proposed that this transitional arrangement be effective from 1st April 2013 to ensure that support and advice can be given to current tenants for the transition to the new rental charges. Officers have already met with a number of voluntary groups and will arrange further meetings to offer this support and to ensure that the impact on the financial position of the organisations is clear.
- 3.5 In order that the level of financial support to the voluntary sector is recognised it is proposed that the rent relief/concession is treated as a grant (netted off the market rent). The maximum level of concession is proposed to be set at 70% in recognition of the Council's ongoing responsibilities as landlord of these properties.

Financial Implications

- 3.6 The existing arrangements mean that the total support provided to the both individual voluntary sector organisation and the sector as a whole within the Borough is hidden. The support provided by the way of concessionary rents is not taken into account as part of the grants process. The Council currently grants in excess of £100k in terms of rent relief to voluntary sector organisations.

Legal Implications

- 3.7 There are no direct legal implications.

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Service / Operational Implications

- 3.8 The implementation of the draft policy will provide a link between the grants process and the award of rent relief/concessionary rents.

Customer / Equalities and Diversity Implications

- 3.9 The objective of the policy is to enable applications for rent relief/concessionary rents to be dealt with equitably. Current voluntary section tenants are being consulted on the policy.

4. RISK MANAGEMENT

The policy seeks to reduce the financial impact on individual organisations through the use of transitional arrangements and the availability of an appeals process.

5. APPENDICES

Appendix 1 - Concessionary Rent Policy for the Leasing of Council Land and Buildings

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHORS OF REPORT

Name: Teresa Kristunas, Head of Finance & Resources
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Tel: (01527) 64252 ext 3295

Proposal for Voluntary & Community Sector Rent Relief Grant

All applications for Rent Relief Grant will be considered by the Grants Panel.

We propose to have a three tiers of grant for determining the amount of rent payable by Voluntary & Community Sector Groups. The process includes a provision for VCS groups to appeal for a further reduction via the Executive Committee.

First tier - 25% Reduction for all VCS groups – this will be determined by the following criteria:

1. Registered Charity
2. Community Interest Company
3. Social Enterprise
4. Locally recognised Community Organisation

Second Tier – Additional 20% Reduction – Above + following criteria

1. Is providing a service that is addressing the needs of the local community.
2. Employs Staff or has Volunteers or a mix of both to deliver services
3. In receipt of grant funding to deliver services

Third Tier – Additional 25% Reduction – Above + following criteria

1. Supports Redditch Borough Councils local priorities
2. Does not receive any funding in respect to the rent on their building via external grant funding (All funding in relation to rents must be declared)
3. Is capable of, or does maintain the building to the required standards
4. Has a long term plan (*three years) for delivery of their service into the Town

Where more than one organisation is applying to occupy the same premises then the Grants Panel's existing scoring criteria will be used to distinguish between the applicants. Property Services will at the same time assist with identifying suitable alternative premises.

The Grants Panel will recommend to the Head of Finance & Resources the level of Rent Relief Grant to be awarded up to the 70% ceiling.

*All organisations will be offered a three year tenancy agreement with the approved discount under the terms agreed above. The Grant will be paid on the signing of the lease agreement.

****Further appeal process:**

If the full 70% relief is applied and the organisation feels that the rental value applied is still too high we propose that the organisations put a business case to the Head of Finance & Resources for consideration by the Executive Committee. **The organisation must fulfil all of the above criteria in order to initiate the appeal process

**EXECUTIVE
COMMITTEE**18th December 2012**MATCHBOROUGH EAST COMMUNITY CENTRE TRANSFER**

Relevant Portfolio Holder	Councillor Luke Stephens, Portfolio Holder for Leisure and Tourism.
Portfolio Holder Consulted	Councillor Luke Stephens, Portfolio Holder for Leisure and Tourism.
Relevant Head of Service	John Godwin, Head of Leisure and Cultural Services.
Wards Affected	Matchborough Wards
Ward Councillor Consulted	Cllr Juliet Brunner Cllr John Fisher
Non Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Officers have been approached by the Community Interest Company Your Ideas, to ascertain if the Matchborough East Community Centre (MECC) would be available for lease. Your Ideas currently occupy a shop unit at Matchborough Shopping Centre.
- 1.2 Redditch Community Boxing Club have expressed an interest in taking up the potentially vacant unit by Your Ideas and an existing vacant unit next door to the current Your Ideas home

2. RECOMMENDATIONS

The Executive Committee is requested to RESOLVE that

- 1) **Property Services be instructed to assist Leisure and Cultural Services to transfer the MECC to Your Ideas on a Full Repairing Lease basis for a period of seven years; and**
- 2) **Property Services be instructed to work with Redditch Community Boxing Club to explore a lease option for the shop unit vacated as a result of 1), above, on a Full Repairing Lease basis for a minimum period of seven years.**

3. KEY ISSUES

- 3.1 A report titled "Options for Future Delivery of the Community Centre Service" went to Executive Committee on 9th December 2009 which resulted in the following **recommendations**;
- a) **Community Centre Service – Options for Future Delivery Matchborough East Community Centre be closed and considered for disposal;**

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- b) Winyates Barn Community Centre be let for commercial uses;
 - c) Savings made from any closures be redirected to deliver the operational changes highlighted in section 5 of the report to the committee; and
- 3.2 The same report also **Resolved** that
- a) Windmill, Winyates Green and Oakenshaw Community Centre continue to be operated by the Council,
 - b) Woodrow Meeting Rooms and Churchill Community Centre continue to operate under the existing alternative management arrangements; and
 - c) Salop Road Meeting Rooms be declared surplus to requirements and considered for disposal.
- 3.3 The recommendations were all approved at Full Council on the 11th of January 2010.
- 3.4 As a result of the implementation plan of the Shared Service for Leisure and Cultural Services, the Management team reviewed the possibilities of generating new business at the centres identified for closure. As a result, recommendations 1, 2, and 3 were not implemented however resolutions 4, 5, and 6 were fully implemented.
- 3.5 Officers have explored three options to address recommendation 1 of the report to aid Members in their decision making process.
- a) **Option A.** Maintain the current service provision with no change to the current operation.
 - b) **Option B.** Hand MECC to Property Services for disposal.
 - d) **Option C.** Enter into a Lease with a Management agreement with Your Ideas to maintain the original community ethos of the building.
- 3.6 Recommendations 2 and 3 will be addressed post transformation for the service commencing on 4th December 2012.
4. **Financial Implications**
- 4.1 **Option A.** – will not address the £20,000.00 efficiency saving attached to the services. Within the next year to 18 months, approximately

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£25,000.00 to £30,000.00 capital will be required to replace the current soft play equipment which is coming to the end of its life.

- 4.2 **Option B** – has the potential to save £15,280.00 per year from the Borough's revenue account however it should be noted that until a tenant is found £10,710.00 Buildings Insurance, Repairs and Maintenance and NDR would be required.
- 4.3 **Option C** - The transfer of MECC to Your Ideas would save the Borough £15,280 per full calendar year. The Council would receive an annual rental for the facility which will address the required £20,000.00 efficiency saving for the Community Centre service. The proposed transfer would also generate additional income to the Borough through the rental of the currently vacant shop unit at Matchborough Shopping Centre to the Redditch Community Boxing Club
- 4.4 The Community Centre's full market value rent is set at £16,500.00 per year and the two shop units in Matchborough Shopping Centre is £18,250.00. It is anticipated that both organisations would apply for a rent reduction and are aware that any application would be subject to the proposed "Policy for Leases of Council Land & Property at a Concessionary Rent"

5. Legal Implications

The Council is required to dispose of any interest in land including leases at the best price possible in accordance with Section 123 of the Local Government Act 1972

6. Service/Operational Implications

- 6.1 MECC is currently at 22.5% utilization. This has been a consistently low figure for the past 4 years. The current users are;
- a) **National Childbirth Trust (NCT)** - Three x one hour bookings per week. Most attendees attend more than one of the sessions. Users are drawn from the wider Redditch area.
 - b) **Postural Stability Improvement (RBC Sports Development Session)** – One hour per week. A scheme that is run for older people as a health initiative. Users are drawn from the wider Redditch area.
 - c) **Street dance** – One hour per week. Private business commercial booking, with users drawn from the locality and wider Redditch area.

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- d) **Pitcheroak School** – One hour per week, term time only. Due to the school catchment this has a County wide audience.
- e) **We Are Special Needs (WASPS)** – 2 hours per week for children with special needs and their families / siblings. Users are drawn from the wider Redditch area.
- f) **Martial Arts** – One and a half hours per week. Private business booking with users drawn from the locality and wider Redditch area.

6.2 Bookings b, c, and f will be offered alternative bookings at other Community Centres.

6.3 Bookings a, d, and e use the venue primarily for the soft play facility and it is unlikely that these bookings could be relocated.

6.4 There are no TUPE or Redundancy implications as the current Caretaking post at is vacant and is being covered on a ad-hock basis within the team.

7. Customer / Equalities and Diversity Implications

There are no implications identified.

8. RISK MANAGEMENT

The recommendations will be managed in line with the policies and procedures of the Borough Council and the Risk Management Register.

9. APPENDICES

Appendix 1. Options Appraisal, Matchborough East Community Centre

10. BACKGROUND PAPERS

Executive Committee on 9th December 2009, Options for Future Delivery of the Community Centre Service

AUTHOR OF REPORT

Name: Ray Cooke, Cultural Services Manager
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**Options Appraisal
Matchborough East Community Centre**

<p>Objective One - To retain the Matchborough East Community Centre as a community resource</p> <p>Objective Two - Removes the costs associated with the current provision from the Council</p>		
<p>Option A - Maintain the current service provision with no change to the current operation</p>	<p>Option B - Hand MECC to Property Services for disposal</p>	<p>Option C - Enter into a Lease with a Management agreement with Your Ideas to maintain the original community ethos of the building.</p>
<p>Community use – The Centre is currently at 22.5% utilization. This has been a consistently low figure for the past 4 years.</p> <p>The venue currently has a total of 6 user groups regularly using the Centre and takes a range of casual lets centred around the soft play facility, however these have dramatically reduced over recent years.</p>	<p>Community use – the Centre currently has Planning permission for “D1” uses. There is no requirement for the venue to be let solely for community use</p>	<p>Community use – This option would enable Officers to restrict the use of the facility to community focused activities only.</p>
<p>Growth Potential - It is unlikely that the current usage will increase to a level that is sustainable. Cultural Services have attempted to increase use however there insufficient local community demand for the venue in its current form and it is anticipated that with the advent of the larger Matchborough schools applying for Academy status, competition for community hires will increase as they look to maximise their income streams.</p>	<p>Growth Potential - Property Services will market the facility as part of their portfolio of property and will be open to offers for the venue. It is unlikely that offers would be received in the short term due to its restricted location. The customer growth potential will depend on the type of offers Property Services receive, once put on the open market.</p>	<p>Growth Potential - Your Ideas will deliver a range of community based activities from the venue. They are a Community Interest Company who deliver a full range of community based youth and intergenerational activities from their current venue. The Group has recently been awarded £202,500.00 to deliver Positive Activities and £190,000.00 to work with young people with Aspergers Syndrome and young people on the Autistic Spectrum. Their current and newly funded activities would be delivered solely from the</p>

**Options Appraisal
Matchborough East Community Centre**

		<p>venue. The adoption of option C would allow the Redditch Community Boxing Club to opportunity to locate to Your Ideas current base and take up an adjoining unit which has been vacant for some time. Redditch Community Boxing Club were awarded £50,000.00 in July 2012, for building modifications from the Inspired Facilities Fund from Sport England. The Club have explored 7 potential sites for a home but have yet to find a base within the Borough and are now in danger of losing the their funding grant.</p>
<p>Finance – This option will not address the £20,000.00 efficiency saving attached to the services. Additionally, within the next year to 18 months, approximately £25,000.00 to £30,000.00 capital will be required to replace the current soft play equipment which is coming to the end of its life.</p>	<p>Finance - This option has the potential to save £15,280.00 per year from the Borough's revenue account however it should be noted that until a tenant is found £10,710.00 Buildings Insurance, Repairs and Maintenance and NDR would be required.</p>	<p>Finance – This option would save the Borough £15,280 per full calendar year from the Borough's revenue account. In addition the Council would receive a rental which meet the balance of the required historical unachieved efficiency savings. Redditch Community Boxing Club would generate additional rental income from the vacant shop unit at Matchborough Centre.</p>
<p>Conclusion - 1a) 3 of the bookings could be offered alternative bookings at other Community Centres. The remaining 3 bookings use the venue primarily for the soft play facility and it is unlikely that these</p>	<p>Conclusion – 1b) After consultation with Property Services it is unlikely that a tenant could be found in the short to medium term 2b) There is no guarantee that a</p>	<p>Conclusion – 1c) Not all of the current MECC bookings could not be accommodated or relocated 2c) The proposed Operator will continue to provide a local community delivery</p>

**Options Appraisal
Matchborough East Community Centre**

<p>bookings could be relocated.</p> <p>2a) The facility will require significant capital investment within the next two years to replace the soft play facility</p> <p>3a) This option maintains the community use of the venue but does nothing to address the financial shortfall</p>	<p>prospective tenant will utilise the venue for community benefit.</p> <p>3b) Has the potential to achieve the financial requirement in the long term</p>	<p>programme consisting of Young people and intergenerational activities as they are at present</p> <p>3c) The Centre will be the base for the Groups Positive Activity delivery programme.</p> <p>4c) The Centre will be the base for the Groups work with young people with Aspergers Syndrome and young people on the Autistic Spectrum delivery programme.</p> <p>5c) will achieve the financial requirement on implementation</p>
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Summary

Objective	Option A	Option B	Option C
<p>Objective One - To retain the Matchborough East Community Centre as a community resource</p>	<p>Achieved</p>	<p>Unknown</p>	<p>Achieved</p>
<p>Objective Two - Removes the costs associated with the current provision from the Council</p>	<p>Not Achieved</p>	<p>Potentially Achieved</p>	<p>Achieved</p>

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**SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD
ENDING 30TH SEPTEMBER 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 second quarter (July – September 2012) in relation to sickness absence.

2 RECOMMENDATIONS

The Executive Committee is requested to RESOLVE that the data relating to the quarter be noted.

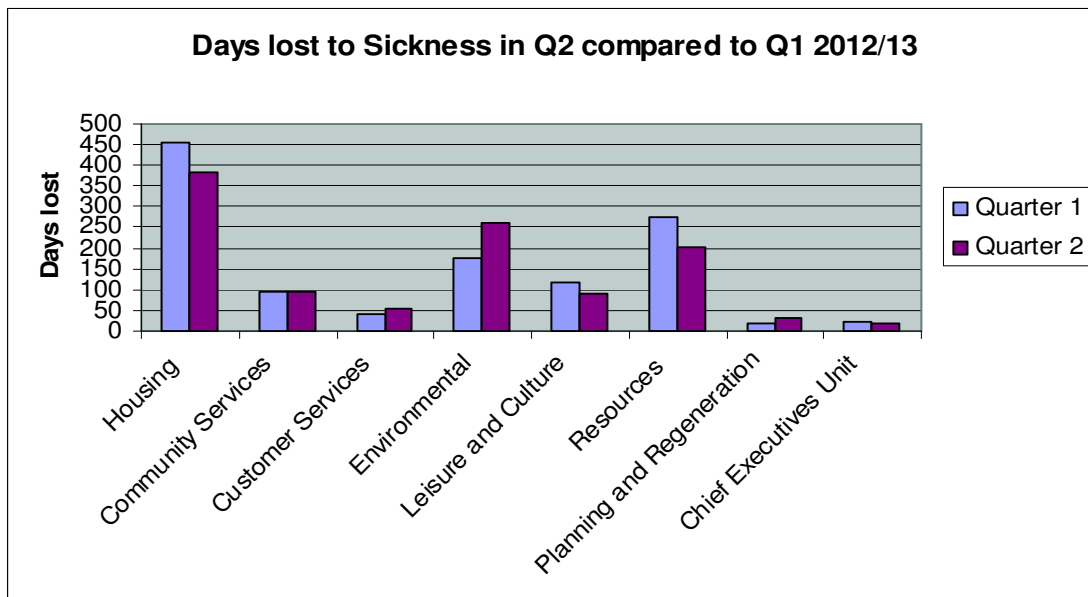
3 KEY ISSUES**Analysis of the monthly statistics for the quarter**

Statistics for the quarter July – September 2012 compared to the previous quarter

- 3.1 The graph below shows the sickness absence for Redditch Borough Council employees in the second quarter July – September 2012, compared to the first quarter (April – June 2012).

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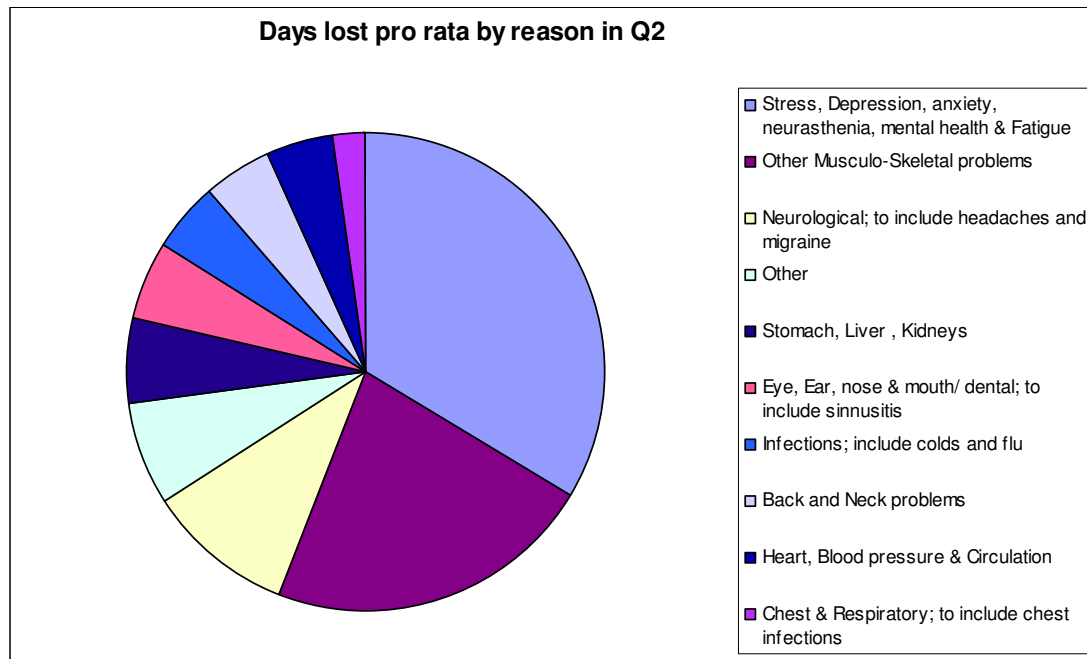
- 3.2 The average days lost per person for this quarter is 2.03 days per person compared to 2.14 days in the previous quarter. This represents a drop in absence levels for the third quarter in a row. It also indicates a predicted outturn for the year of 8.32 days, compared to 8.59 for the previous quarter.
- 3.3 The main contributing factor for the overall reduction in absence is due to levels in Housing and Resources declining, particularly in relation to long-term absence. 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.

Breakdown of absence by sickness type

- 3.4 As agreed, the standard Local Government Sickness categories have been used from the start of the reporting year to record sickness absence.
- 3.5 Previously there were more than 30 categories of absence. These have been replaced with just 12, allowing absences to be grouped by type, providing a more useful way to analyse data and decide where resources should be focused. A copy of the absence categories can be provided to members on request.
- 3.6 The graph below shows the top ten absences broken down by sickness type for the second quarter (July to September 2012).

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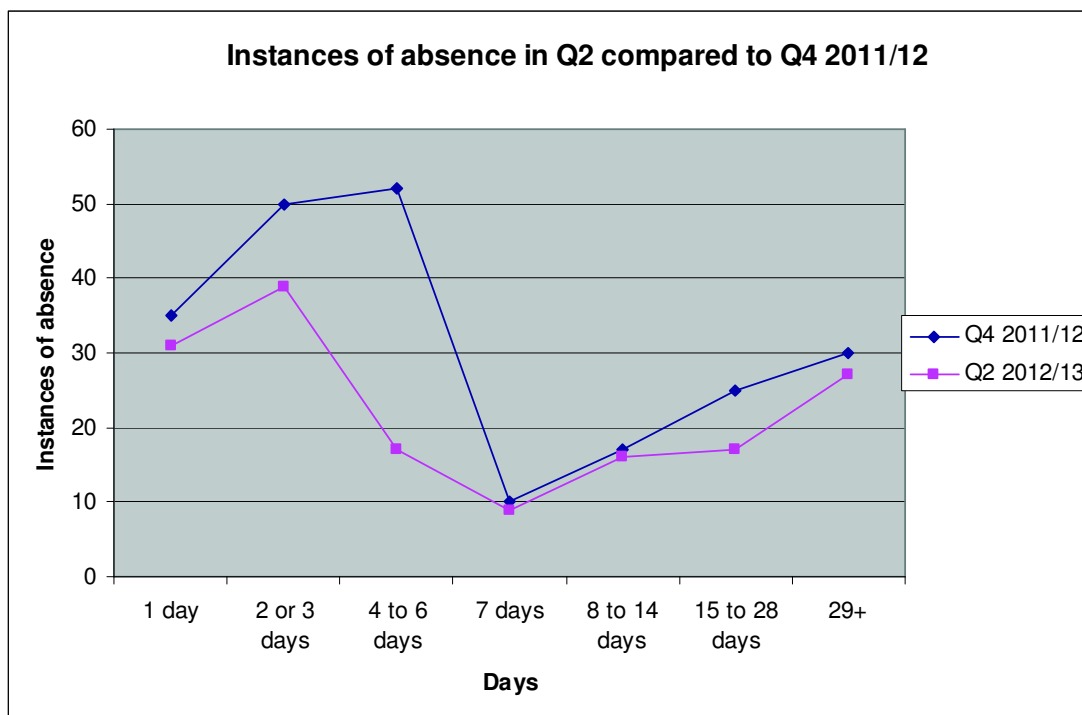
- 3.7 As the chart demonstrates, by grouping absence type it is possible to see that the largest proportion of absence is as a result of mental health-related illness. Whilst this quarter's absence has actually improved compared to the previous quarter, the new method for categorisation provides more useful data.
- 3.8 It is important to recognise that although mental health-related absence is the largest category, and therefore it may be inferred there is an issue with work-related absence, this category incorporates several different conditions including, work and non-work related stress, depression, bereavement, fatigue and conditions such as SAD and ME.
- 3.9 When analysed further, there is one long-term absence case that is directly attributed to work-related stress and 13 cases over the quarter of non-work related stress.
- 3.10 As a result of this data, and the ability to now focus resource more specifically, the Council has successfully introduced an Employee Assistance Programme. We have also undertaken a review of the current Occupational Health provisions and have worked closely with our local external provider to ensure the Occupational Health service meets our requirements.

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- 3.11 It has also been agreed that on a trial basis we will employ a Wellbeing Officer, specifically tasked with developing and implementing initiatives tailored to address the trends identifiable through sickness data. The introduction of this position is actively supported by the Corporate Health, Safety and Wellbeing Committee.
- 3.12 The Human Resources and Organisational Development Team has also developed two workshops for Managers; one on self-management, the other focussing on Wellbeing, not just the Manager's but also the Wellbeing of their teams. These will be rolled-out in the next few months.
- 3.13 Irrespective of whether absence due to mental health-related illness is work-related or not, the impact on individuals of the national uncertainty regarding future local government funding and the subsequent change the Council is continuing to experience should not be underestimated. Wherever possible the Council should seek to support its employees in whatever way it is able to.

Incidences of absence by duration

- 3.14 The graph below shows the number of incidences of absence by duration for this quarter compared to Q4 2011/12, which was when this data was last reported.



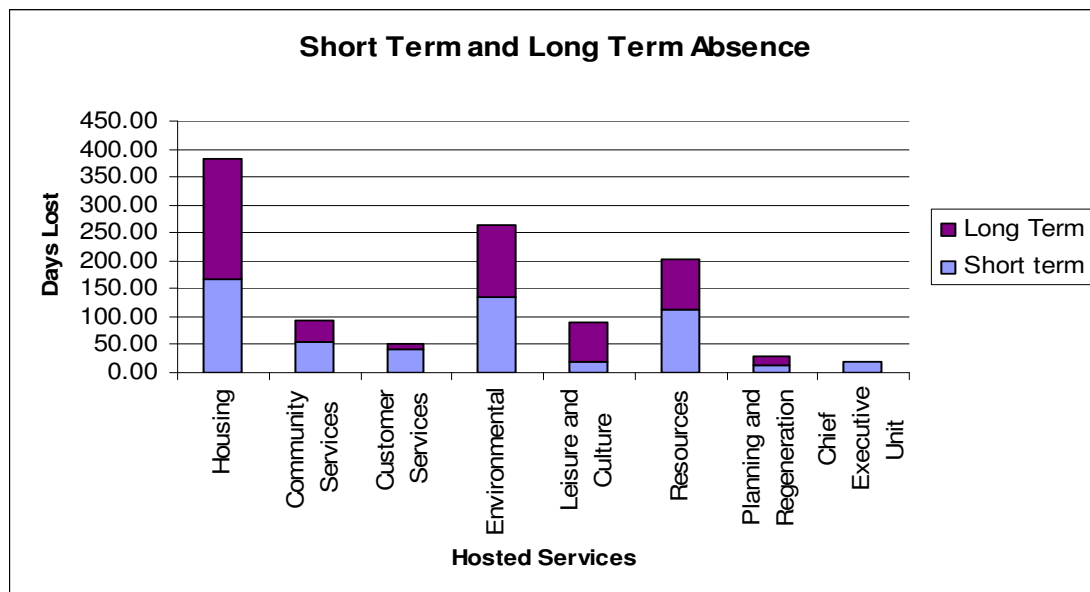
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- 3.15 The graph shows there is still a peak in duration of absence time between 2 to 3 days, although absences of 4 to 6 days have significantly dropped.
- 3.16 The amount of longer-term absences remains consistent, although a small decrease has been achieved. The HR Advisors continue to work closely with line-mangers, particularly in relation to long-term absences.
- 3.17 The recently proposed changes to the Council's Sickness Policy, particularly the introduction of a staged process for the management of long-term absence should assist in continuing this downward trend.

Long term and short term absence comparisons

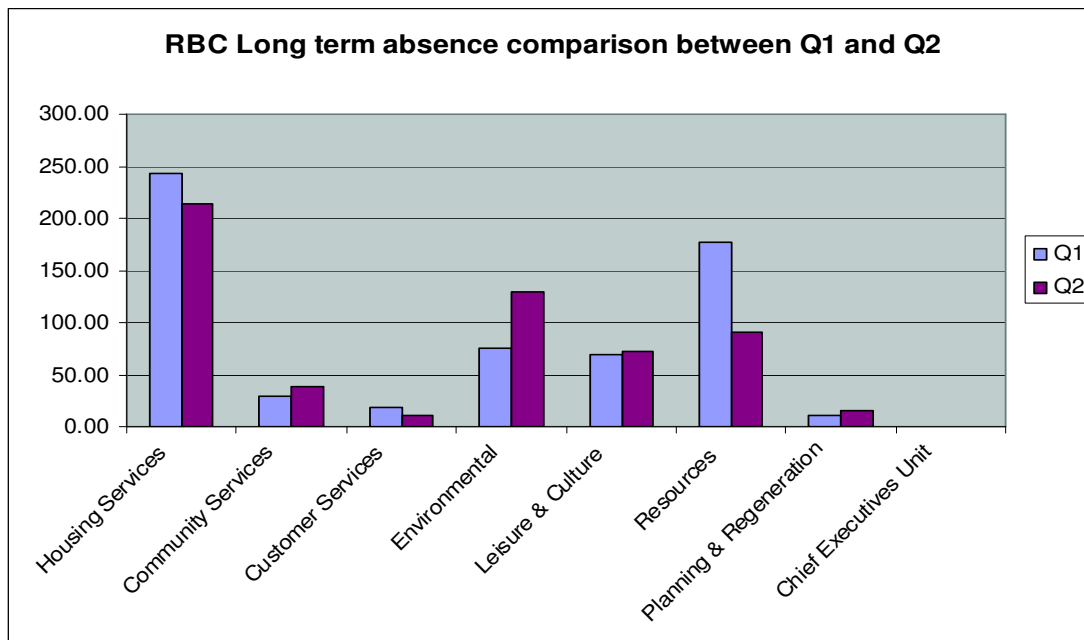
- 3.18 The following graph shows a comparison between long-term and short-term absence for the quarter.



- 3.19 There is not a significant difference between the amounts of long-term and short-term absence. The slightly higher proportion of long-term absence in Leisure and Culture is as a direct result of significantly lower levels of short-term absence for the quarter.

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3.20 Long-term absence for the quarter July – September 2012, compared to the previous quarter

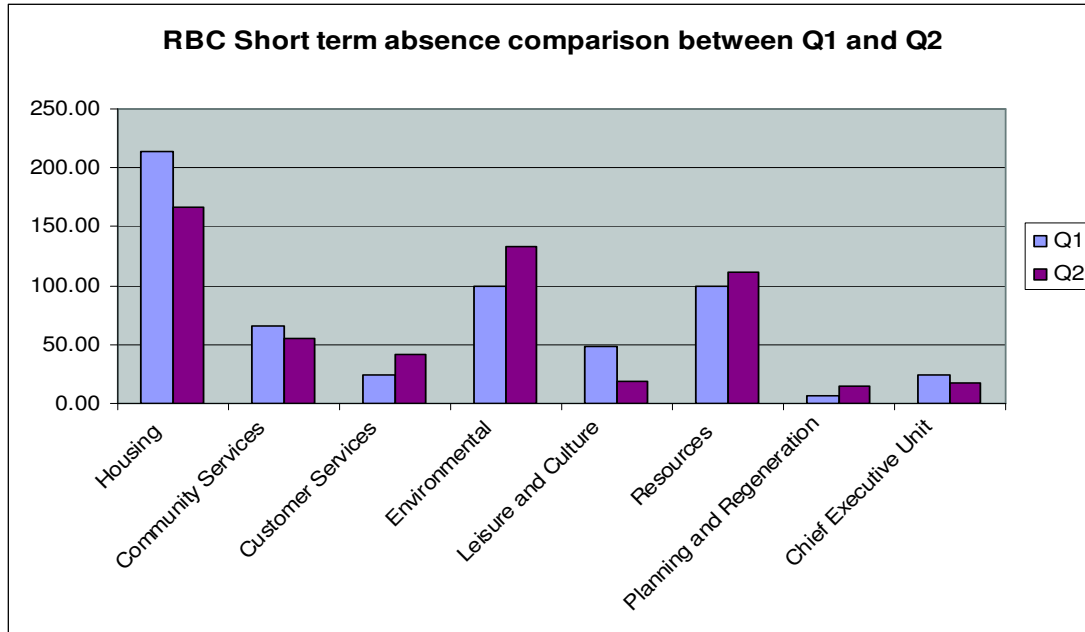
3.21 Overall there has been another decrease in the number of days lost due to long term absences.

3.22 Environmental Services shows the most significant increase compared to the previous quarter, however, it should be noted that the figures for the previous quarter were unusually low, with this quarter's figures, although still low, more akin to historical data.

3.23 As already referred to, the HR Advisors are working closely with Manager's to encourage effective and fair management of cases with the proposed changes to policy also assisting with this.

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**3.24 Short-term absence for the quarter July – September 2012,
compared to the previous quarter**

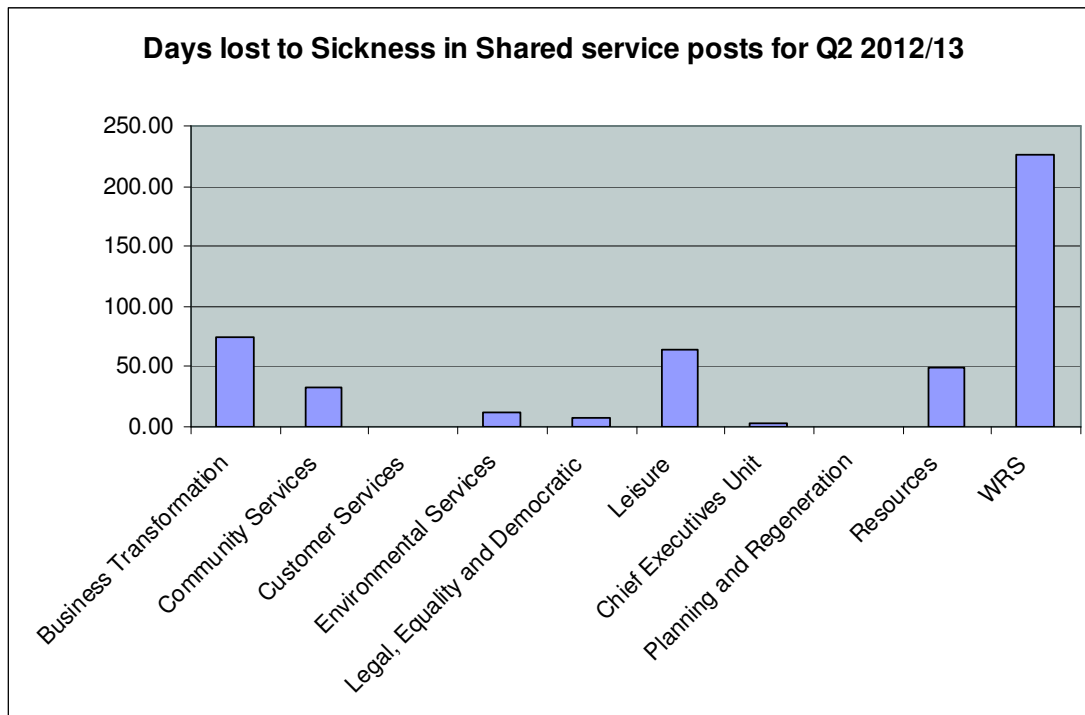
3.25 Short-term absences have also shown a further decrease compared to the previous quarter. This is particularly evident in Housing Services.

3.26 Shared Service Information

The graph below provides an overview of sickness absence levels for all employees who specifically work within shared services for the quarter July – September 2012. Individuals may be employed by either Bromsgrove District or Redditch Borough Council.

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- 3.27 This is the first quarter where this data has been available in this format and so a quarter for comparison does not yet exist.
- 3.28 The average days lost per person in shared services for this quarter is 1.3 days, compared to a Council average of 2.03 days.
- 3.29 As a service fully shared, comparative figures are available for Worcestershire Regulatory Services which appears to show high-levels of absence based on the chart above. However, the average days lost per person is in fact 1.94, which again is less than the overall average of the Council.
- 3.30 It should be recognised that WRS has a high number of employees and therefore is likely to show more days lost compared to other services, as demonstrated in the chart above. Long-term absence has almost halved when compared to the previous quarter.
- 3.31 As well as the ongoing support provided by the Human Resources team, new initiatives as already detailed in the report, including changes to the Occupational Health provision and the appointment of a Wellbeing Officer will continue to assist the Council in the ongoing management of sickness absence and the promotion of Wellbeing amongst employees.

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Financial Implications

- 3.32 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

- 3.33 There are no legal implications identified.

Service/Operational Implications

- 3.34 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

- 3.35 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.

5. APPENDICES

Appendix 1 – Standard Local Government Sickness Categories

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Mark Stanley, Acting Human Resources and Organisational Development Manager

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Tel: (01527) 64252 ext 1673.



Overview and Scrutiny Committee

Tuesday, 6th November, 2012

MINUTES

Present:

Councillor Simon Chalk (Vice Chair in the Chair), and Councillors David Bush, John Fisher, Andrew Fry, Roger Hill Gay Hopkins, Yvonne Smith and Pat Witherspoon.

Also Present:

Councillor Debbie Taylor

Ms T Buckley and Mr R Colebrook (Co-opted Members, Unison).

Officers:

T Beech, H Broughton, C Felton, D Poole, G Revans, I Roberts, J Staniland, M Stanley and J Willis

Democratic Services Officers:

J Bayley and M Craggs

91. APOLOGIES AND NAMED SUBSTITUTES

Apologies were received on behalf of Councillors Brunner, Brazier and P Hill.

Councillors R Hill and Smith were confirmed as substituting for Councillors Brunner and P Hill respectively.

92. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

93. MINUTES

The Committee considered the minutes of the previous meeting, held on Tuesday 9th October 2012.

Concerns were expressed by some Members that minute 78 did not reflect the full detail of the responses that had been provided during

.....
Chair

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the annual report for the Portfolio Holder for Planning, Regeneration, Economic Development and Transport, in response to a number of subsidiary questions that had been proposed by Members. It was suggested that additional information should be added for this item, particularly on the subject of the Eastern Gateway, and more detailed minutes should be produced for future meetings.

However, other Members commented that a detailed account had been provided in the minutes, both through the attachment of a written version of the answers provided by the Portfolio Holder as an appendix, and in the rest of the minutes. Concerns were also expressed that if additional detail was added the minutes would become too lengthy.

It was noted that Officers did not produce a verbatim record of proceedings but rather summarised points raised during a meeting. The minutes reflected the hand written record taken by Officers during the meeting, and it was suggested that this record should be reviewed to identify whether any additional content could be added to the minutes.

RESOLVED that

subject to the content of minute 78 being reviewed, the minutes of the meeting of the Overview and Scrutiny Committee held on 9th October 2012 be approved as a correct record of the meeting and signed by the Chair.

94. PROPOSED REVISED ARRANGEMENTS FOR PERFORMANCE REPORTING

The Committee received a presentation on the future of performance reporting at Redditch Borough Council.

Members were advised that performance monitoring arrangements had been reviewed as part of the ongoing transformation process. The performance framework would differ in many respects from the previous quarterly reporting system. The focus would no longer be on meeting performance targets. Instead, the aim would be to use the data provided in the reports to improve the performance of services.

The Council was currently in a transitional period for the transformation of services. A number of teams had been involved in the transformation process for some time, though other teams had only recently started to become involved in transformation.

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Through transformation residents were consulted directly, their demands were identified and services were then adapted to meet their needs accordingly.

The needs of residents identified through consultation had formed the basis of the Council's key strategic purposes. Nine strategic purposes had been identified and would be used to measure the performance of Council services. These measures would not remain static. Instead, the strategic purposes would continue to be reviewed as the transformation process progressed to ensure that Council services could adapt to meet changing needs and circumstances.

The performance monitoring reports would be presented in a new format using graphs and charts, which would enable Members and Officers to interpret performance data. In the long-term the performance reports would be made available for all Members and staff to view on the Council's intranet.

The Council's process for managing complaints about service performance was discussed by the Committee. Officers advised that many of the complaints received by the Council related to practices that had not been in place prior to transformation and it was anticipated that transformation would help to resolve some of the problems identified by customers. However, the Council took all complaints seriously and liaised with residents in order to try to resolve the issues that caused the complaints.

Concerns were expressed that some residents might be reluctant to make complaints about service performance. In particular, Members commented that some residents might feel anxious about the potential impact that a complaint about a service might have on the quality of the services they received from the Council in future. Further information was therefore requested about how the Council reassured residents in these circumstances.

The Committee was informed that the new reporting framework was not due to be introduced until spring 2013. Prior to this date Officers would be delivering member development sessions focusing on the new reporting framework.

RESOLVED that

the report be noted.

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95. PORTFOLIO HOLDER ANNUAL REPORT - ENVIRONMENT AND HEALTH - COUNCILLOR DEBBIE TAYLOR

Further to consideration of the Portfolio Holder for Environment and Health's written report at the meeting of the Overview and Scrutiny Committee on 9th October 2012 Councillor Taylor provided a response to Members' questions as detailed in Appendix 1. Additional information was provided in relation to the following subjects:

a) Allotments

The Committee was advised that there was 98 per cent occupancy of the Council's allotments. The exact number of allotments available within the town, the number of vacant allotments and the distribution of allotments across the Borough could not be confirmed at the date of the meeting. However, Members discussed the potential value of introducing more allotments within the Borough. Some Members suggested that more allotments could be provided to meet increasing demand. On Other Members expressed concerns that the high occupancy rates reflected the need for residents to grow their own food in difficult economic circumstances and there was a risk that these levels would not necessarily be sustained once the economy recovered.

b) Footpaths

There were a number of footpaths in the town. Whilst some of the footpaths were the responsibility of Redditch Borough Council other footpaths were the responsibility of Worcestershire County Council. The Council's GIS system was used to maintain an accurate record of the footpaths that were the property of Redditch Borough Council.

c) Renewable Energy

Members were advised that there had been an under spend of approximately £90,000 on the budget that had been allocated to the installation of solar panels. The remaining budget would need to be allocated to renewable energy projects involving the Council's Housing stock as the funds had been derived from the Council's Housing Revenue Account (HRA). There were a number of options that could be explored for the use of this budget including the installation of biomass boilers in some properties, though a variety of options were currently in the process of being reviewed.

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d) Landscaping

There was the potential for transformation to contribute to improvements to the landscaping services provided by the Council. As part of this process the timescales that the Council had traditionally followed when maintaining hedgerows and cutting grass on Council land would be reviewed to ensure that the works were completed in a timely fashion that minimised disruption to residents and businesses.

e) Trees

Each year a number of trees were felled for a variety of reasons. The Council's policy was to replace the trees that were felled. Increasingly, Officers were ensuring that the trees planted in a particular location were suitable for the environment in which they would grow.

The potential for Ash Dieback Tree Fungal Disease to impact on trees situated in the Borough was discussed in detail. By the date of the meeting no confirmed cases of the disease had been identified in trees located in the Borough. However, the Council was aware of the potential risks, particularly due to the large number of trees and woodland areas in the Borough.

There was the potential that lessons could be learned from the way that local authorities had responded to outbreaks of Dutch Elm Disease. There was also the possibility that a number of trees would develop resistance to the disease. To ensure that the Council responded appropriately to any outbreaks Officers were continuing to monitor the situation.

RESOLVED that

the report be noted.

96. REDDITCH SUSTAINABLE COMMUNITY STRATEGY

The Committee was advised that the report contained the six month review of the progress that had been made in meeting the key priorities for the Borough outlined in the Redditch Sustainable Community Strategy.

The strategy had been developed by the Redditch Partnership, the Local Strategic Partnership (LSP) in the Borough. The core work of the partnership was co-ordinated by a central partnership board, comprising representatives from the public sector, private sector,

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voluntary and community sector. The LSP was not a statutory body. However, the local authority had a legal requirement to produce a Sustainable Community Strategy, which reflected the needs and priorities of the local community.

There were four key priorities in the strategy: health inequalities; education attainment; employment; and areas of deprivation. Sub-Groups had been established to address two of these priorities: the Health and Well Being Group and the Education Sub-Group. Action Plans had been provided for three of the priority areas for Members' consideration.

The Redditch and Bromsgrove Commissioning Group had awarded Redditch and Bromsgrove approximately £250,000 for health projects in both areas. The Health and Well Being Action Plan provided further information about these projects and the expenditure required. Officers were anticipating that additional funding would be secured in 2013/14, though the amount of funding that would be provided remained to be confirmed.

The Education Action Plan was designed to focus on early intervention. However, Worcestershire County Council was in the process of restructuring their early intervention and children's centre teams, a process which would not be completed until April 2013. At that stage the Education Action Plan would be reviewed and updated.

An Action Plan had also been produced for the "Winning Winyates" Area of Highest Needs Project. The project was designed to address the needs of residents living and working in Winyates, one of the areas of deprivation in the Borough. A variety of actions had been taken or were in the process of being delivered as part of this project including: the installation of a secure access system for the flats in Winyates district centre; healthy eating initiatives; and a traders group project.

Members commented that a limited number of the projects were targeted at elderly residents. This had occurred because traditionally Redditch had had a youthful population. However, the census in 2011 had demonstrated that the number of older residents had increased. This demographic data would be considered as part of any future reviews of the Sustainable Community Strategy.

RESOLVED that

the report be noted.

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97. INCREASING RATES OF RECYCLING - MONITORING REPORT UPDATE

A monitoring update report on the implementation of recommendations that had been made by the Increasing Rates of Recycling Review Group in March 2012 was presented for the Committee's consideration. Additional information was provided in relation to the following matters:

a) Grey bins

The Council's priority was to promote recycling and reuse of resources to residents. Extra grey bins were only provided to residents as a last resort. Media campaigns were increasingly being used to raise awareness of the benefits of recycling in order to discourage requests for grey bins.

b) Transformation

A Transformation Project Team had been established in Environmental Services. Two service operatives were involved in the project and they were helping the team to identify improvements that could be made in the delivery of collection services. The team had already concluded that improvements could be made to the way bins were returned to residents on collection days.

c) 100 per cent Project

Progress had been made in extending recycling services to properties that had not previously been in receipt of the service. However, a number of areas, such as Winyates district centre, were not yet in receipt of the service. Officers were working to address the barriers, which varied between areas, to extending recycling services across the Borough.

d) Envirosort Visit

New Members were invited to participate in a visit to the Envirosort facility in Norton. The scrutiny group had visited the centre as part of their review and this visit had contributed to their understanding of the subject.

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e) Member Training

The Environmental Services Team were in the process of producing a route optimisation plan. Officers were aiming to deliver Member Briefings on the subject of this plan in 2013. During the briefing information would also be provided about the numbers of grey and green bins in the Borough.

f) Recycling Rates

Some concerns were expressed about the extent to which recycling rates had increased over the previous six months. However, Members were advised that whilst there had only been a relatively small increase in recycling rates in that period it was anticipated that the levels of recycling would improve further over the following 12 months. In particular, specific parts of the Borough where low recycling rates had been identified were being targeted through active media campaigns.

RESOLVED that

the report be noted.

98. CONCESSIONARY RENTS PRE-SCRUTINY SHORT, SHARP REVIEW

The Committee agreed that, due to the absence of the two Members who had undertaken the review, the item should be deferred for consideration at the following meeting of the Overview and Scrutiny Committee on 11th December 2012.

RESOLVED that

the item be deferred for consideration at the following meeting of the Committee on 11th December 2012.

99. SICKNESS POLICY PRE-SCRUTINY SHORT, SHARP REVIEW

The Committee received the final report of the Sickness Policy Pre-Scrutiny Short, Sharp Review Group, which was presented by the members of the group; Councillors Fisher and Witherspoon.

The Committee was advised that the group had not been permitted to access the new Sickness Absence Policy proposed by Officers during their review. The Councillors had been prevented from

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scrutinising the report because, in accordance with the Council's constitution, Overview and Scrutiny Members were not entitled to access reports in a draft form. Members were advised that the report from Officers was not due to be finalised until Monday 12th November.

During the course of the review the group had, however, received evidence from a wide range of sources. An overview had been provided about the changes that Officers were proposing to the Council's Sickness Absence Policy. The content of the Council's existing Sickness Absence Policy had also been considered alongside policies adopted by other local authorities. A number of expert witnesses had been interviewed during the review including: representatives of the Council's Finance department; representatives of Human Resources; the Portfolio Holder for Corporate Management, Councillor Mould; and union representatives from UCATT and Unison.

The Committee's co-opted members, from the union Unison, welcomed the review and noted that the group's recommendations reflected a common sense approach to managing staff absences due to sickness. Members were advised that Redditch Borough Council had a good track record in managing sickness absences. However, the review was considered to be timely, following the introduction of service transformation and shared services. In particular, it was suggested that the review would help managers to support staff absent due to stress related illnesses.

During the course of the group's interviews with union representatives the subject of a staff survey had been discussed. Members had recognised the potential value of the survey. However, the group had concluded that further work needed to be undertaken to review the potential uses of a survey.

The content of the proposed A5 laminated guide to the Sickness Absence Policy was discussed in detail. The group explained that the aim of this recommendation would be to ensure that employees were provided with simple guidance notes that could be referred to in the event of unexpected sickness. A simple guide was considered to be of more practical assistance to staff in these circumstances than reference to a lengthier policy document. To reassure staff that the guide was intended to be a practical tool it was suggested that consideration should be given as to the most appropriate method to use to communicate the introduction of the guide to staff.

RECOMMENDED that

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- 1) the Council's Sickness Absence Policy should be updated and reduced in length, in order to clarify the structure and process for managing both short-term and long-term sickness absences;
- 2) the terminology used in the policy be sensitive to the needs of staff experiencing sickness;
- 3) an A5 laminated guide to the Council's Sickness Absence Policy should be provided for the use of managers and staff;
- 4) all changes to the Council's Sickness Absence Policy should be communicated to managers and staff;
- 5) the Sickness Absence Policy should be included in the induction process for new staff and managers employed by the Council;
 - a) staff and managers should also receive regular refresher training;
- 6) the Sickness Absence Policy should be applied consistently to staff across all service areas, but managers should be encouraged, recognising individual circumstances and different working environments to apply the policy appropriately;
- 7) the occupational health service available to staff experiencing sickness should be reviewed;
- 8) communication should form an integral part of the transformation process to ensure that staff understand the reasons for changes made to services as part of the transformation process and how transformation may impact on them; and

RESOLVED that

the report be noted.

**100. PORTFOLIO HOLDER ANNUAL REPORT - WRITTEN REPORT -
COMMUNITY SAFETY & REGULATORY SERVICES**

The Committee received a written report outlining the performance of services within the remit of the Portfolio Holder for Community

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Safety and Regulatory Services, Councillor Blake. Members noted that they were due to propose questions for the consideration of the Portfolio Holder, and to invite her to address these questions at the following meeting of the Committee.

However, Members expressed concerns about retaining the annual report on the agenda for the December meeting of the Committee. The annual reports had been taking a significant amount of time to address during recent meetings of the Committee. As a consequence, Members commented that they were unable to dedicate appropriate time to consider other items on the agenda nor did the Committee have sufficient time to reflect on the information that had already been provided by Portfolio Holders.

RESOLVED that

- 1) **the annual report from the Portfolio Holder for Community Safety and Regulatory Services be cancelled; and**
- 2) **the Portfolio Holder be advised of these arrangements accordingly.**

101. OVERVIEW AND SCRUTINY COMMITTEE - SIX MONTH REVIEW OF THE COMMITTEE FUNCTION

The Committee agreed that, due to the absence of the Chair of the Committee, the item should be deferred for consideration at the following meeting of the Overview and Scrutiny Committee on 11th December 2012.

RESOLVED that

the item be deferred for consideration at the following meeting of the Committee on 11th December 2012.

102. ACTIONS LIST

Members noted that information about the Education Business Partnership, requested at a meeting of the Committee in June, had now been circulated for Members' consideration. In addition, following publication of the agenda pack Officers had provided further information about the Redditch Development Model.

RESOLVED that

the Committee's Actions List be noted.

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103. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

The Committee considered the minutes from the meeting of the Executive committee held on 16th October 2012. Members noted that all of the Overview and Scrutiny Committee's recommendations on the subject of the Dial a Ride Extended Service Feasibility study had been approved during that meeting.

RESOLVED that

- 1) the minutes of the Executive Committee meeting held on 16th October 2012 be noted; and
- 2) the Executive Committee's Work Programme be noted.

104. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents.

105. TASK AND FINISH GROUPS - PROGRESS REPORTS

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

- a) Arts and Culture Centre – Chair, Councillor Gay Hopkins

Councillor Hopkins reported that the review was progressing rapidly. Members had visited arts centres in other parts of the country and had interviewed a number of expert witnesses. At forthcoming meetings Members were due to learn more about the sources of funding available to support the arts and current arts provision within the Borough.

- b) Redditch Market – Chair, Councillor Andrew Brazier

Members were advised that the group had recently interviewed the new manager of the Kingfisher Shopping Centre about the potential for joint working. The group had also consulted with local market traders and customers in order to obtain further information about how the market could be improved.

The group were due to undertake a significant amount of consultation work in December and January. To ensure that the information provided during this consultation could help to inform the group's final recommendations the group were

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requesting that the deadline for the review be extended by a month.

RESOLVED that

- 1) **the deadline for completion of the Redditch Market review be extended to Tuesday 5th February 2013; and**
- 2) **the update reports be noted.**

106. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon advised Members that the latest meeting of the Worcestershire Health Overview and Scrutiny Committee (HOSC) had taken place on Tuesday 6th November 2012.

Representatives of the Joint Services Review (JSR) had attended the meeting to discuss latest progress with the review. Three preferred models had been identified and further information would be provided about each option in December. Further public consultation on the subject was subsequently due to take place in January – March 2013. Financial sustainability of future service delivery had also been discussed. Members of HOSC had been advised that savings of £15 million would need to be made over the following two years.

During the HOSC meeting it had been reported that some of the highest performing GPs in the country worked in Worcestershire. In addition, figures recorded for Worcestershire demonstrated some of the lowest admission rates to hospitals in the country.

Members expressed concerns that the Alexandra Hospital had recently been penalised for admitting too many patients. This had not been discussed at the latest meeting of HOSC. However, members of HOSC had previously been reassured about the outcomes of this issue.

RESOLVED that

the report be noted.

107. REFERRALS

There were no referrals.

Overview and Scrutiny Committee

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108. WORK PROGRAMME

The Committee's Work Programme was considered and the following subjects were raised for further discussion:

a) Overview and Scrutiny Budget Briefing

Members were advised that a special briefing on the subject of the Council's budget in 2013-14 would be delivered on Thursday 29th November 2012.

b) Call-in Briefing

The Committee noted that a briefing for all Members would take place at 6.30 immediately prior to the following meeting of the Overview and Scrutiny Committee on 11th December 2012.

c) CfPS Parliamentary Seminar Series

Officers reported that the latest round of Centre for Public Scrutiny (CfPS) Parliamentary Seminar Series would be taking place on 12th December 2012, 6th February and 6th March 2013 in London. Participation in this training would cost £40 per member and attendance would be subject to the approval of group leaders.

d) West Midlands Regional Scrutiny Network

The Committee noted that the following meeting of the West Midlands Regional Scrutiny Network was due to take place during the day on Thursday 6th December 2012 at Birmingham Council House. Members were invited to advise Officers in advance if they were intending to attend the meeting.

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 9.10 pm

BROMSGROVE DISTRICT COUNCIL**MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 22ND NOVEMBER 2012 AT 6.35 P.M.**

PRESENT: Councillors M. Hart (Chairman), D. Thain (Vice-Chairman), M. A. Bullivant, D. Hughes, Roger Hill (substituting for Councillor M. Braley), P. Mould, Mrs. L. Hodgson, J. Riaz, A. N. Blagg, Mrs. E. Stokes and P. Harrison

Observers: Mr. V. Allison, Deputy Managing director, Wychavon District Council and Mr. I. Pumfrey, Head of Community Services, Malvern Hills District Council

Invitees:

Officers: Ms. J. Pickering, Mr. S. Jordan, Mr. K. Barnett, Mr. M. Kay, Mr. S. Wilkes and Mrs. P. Ross

25/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C. B. Taylor, Bromsgrove District Council, Mrs. B. Behan, Malvern Hills District Council, M. Braley, Redditch Borough Council and K. Jennings, Wychavon District Council.

26/12 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

27/12 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 27th September 2012 were submitted.

RESOLVED that the minutes be approved as a correct record.

28/12 **WORCESTERSHIRE LEP REGULATORS BUSINESS CHARTER**

The Committee considered a report which detailed the Worcestershire Regulatory and Business Partnership Charter.

The Head of Worcestershire Regulatory Services (WRS) presented the report and in doing so informed the Committee of the positive contribution WRS had made to both the Greater Birmingham and Solihull Local Enterprise Partnership (LEP) and the Worcestershire LEP, taking the lead for the

'regulatory' theme. WRS was a UK leader in simplifying regulatory cultures and delivery which supported business growth and enterprise whilst reducing burdens on businesses. The Worcestershire LEP and WRS had held discussions with key national regulators, as detailed in the report, all of which were willing to work collaboratively with the LEP and WRS to create solutions to help businesses establish and grow.

The Regulatory and Business Partnership Charter, as detailed at Appendix 1 to the report, was signed and launched by the various regulators including WRS at the Worcestershire LEP mid-term conference on 9th November 2012.

The Worcestershire Regulatory and Business Partnership Charter was the starting point to convert the Charter principles into a delivery plan.

RESOLVED that the signing of the Worcestershire Regulatory and Business Partnership Charter be endorsed and that the Committee support WRS to undertake the work required to convert the Charter principles into a delivery plan.

29/12 **ICT PROJECT UPDATE - VERBAL UPDATE FROM THE HEAD OF WORCESTERSHIRE REGULATORY SERVICES**

The Head of Worcestershire Regulatory Services (WRS) provided the Committee with a verbal update on the ICT Project. Members were informed that the project was advancing steadily with the project team undertaking training. The live system was currently up and running for project team members only. The Idox solution would link with the Worcestershire Hub and other partner authorities' systems. Idox would carry out the data transfer and provide support. A period of 'backfilling' where needed would cover WRS staff transferred onto the project team. The Project Board had met with the IT departments for each partner authority. A detailed project plan to be made available to a future meeting of the Joint Committee.

The Head of WRS responded to Members' questions with regard to the test system and the capacity of Bromsgrove District Council as Host Authority for the system. The Head of WRS informed the Committee that the core system that had been loaded was exactly the system required and that Bromsgrove District Council would be purchasing an additional server in order to meet the requirements of hosting the Idox system. Members were further informed that Idox was keen to work with WRS as a regional business partner to support delivery of future and similar initiatives.

30/12 **IMPACT ON SERVICE DELIVERY AND QUALITY OF 5%, 10% AND 15% REDUCTIONS IN BASE BUDGET**

The Committee considered a report which detailed the likely impact on service delivery and quality of 5%, 10% and 15% reductions in base budget following the next financial settlement from central government.

Mr. Mark Kay, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that WRS,

under its business case, had been tasked to deliver savings of 17.25% and had to date delivered savings of 22.57%. It was agreed at the Management Board meeting on 30th August 2012 that licensing would not be included in any calculated savings as licensing must, by law, be self financing and partners were not able to make a profit without running the risk of formal challenge through the court system. In undertaking this work it had become apparent that rather than focus on cuts there was an opportunity to grow the business in such a way that any income could be used to offset the base budget.

A brief discussion followed on Appendix E to the report. Members agreed that officers should look at opportunities to grow the business rather than focus on cuts.

Councillor D. Thain informed the Committee that he had recently attended the WRS away day and had been impressed with the service offered and felt that it gave an indication of the quality of service provided, he agreed with officers being innovative with the focus on marketing services and not reducing services.

RESOLVED that the report be noted.

31/12 **INFORMATION REPORT ON SERVICE ACTIVITY RELATING TO SCRAP METAL DEALERS**

The Committee consider a report which provided information on service activity relating to Scrap Metal Dealers.

Mr. Simon Wilkes, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that the Operation Titan report had been produced to outline legislative background and to provide Members with a clear understanding of the limits to which the service could act. The service had received a number of complaints in relation to the activities of itinerant scrap metal collectors operating in all parts of the county. Generally these complaints were raised as noise nuisance issues. Currently there was little the service could do to resolve residents problems, in relation to itinerant scrap metal dealers, who drove around in flat bed transit type vans and the noise created by either crying out or using bugles. The report outlined the proposed provisions of a private members bill aimed at improving local authority's ability to deal with these issues.

Members' attention was drawn to the Scrap Metal Dealers Bill 2012/2013 Private Members' Bill sponsored by Richard Ottaway MP which was due for its second reading in the House of Lords on 30th November 2012.

RESOLVED:

- (a) that the report be noted; and
- (b) that Members lobby local MPs to support the Scrap Metal Dealers Bill 2012/2013 Private Members' Bill sponsored by Richard Ottaway MP.

32/12 **WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING
APRIL - SEPTEMBER 2012**

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

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that the approved budget for 2012/2013 was £5.626 million, this was a reduction on the revised 2011/2012 budget of £6.008 million and reflected a 22.57% reduction from the original participating Councils 2010/2011 budgets.

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council drew Members' attention to the savings figure of £282,000, as detailed at Appendix 2 to the report. The Section 151 officers for each participating partner authority had been made aware that the partner savings of £282,000 would not be refunded to participating Councils as in previous years, it would result in a reduction in the planned charges to be made to the participating Councils.

RESOLVED that the financial position for the period April to September 2012, be noted.

33/12 **WORCESTERSHIRE REGULATORY SERVICES BUDGET 2013 / 2014**

The Committee considered a report which detailed the proposed revenue and capital budget for Worcestershire Regulatory Services for 2013/2014.

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that the current revenue budget for 2012/2013 was £5.626 million, this was a reduction on the revised 2011/2012 budget of £6.008 million and reflected a 22.57% reduction from the original participating Councils 2010/2011 budgets. This exceeded the initial level of 15% and was mainly due to a reduction in accommodation charges together with further restructures that had been implemented over the last 12 months.

The Head of Worcestershire Regulatory Services informed the Committee that as detailed in the report, officers were exploring the potential for a one year pilot of modified service standards that would result in a one off adjustment of Worcester City Council's contribution by approximately 6% for 2013/2014.

RESOLVED:

- (a) that the revenue budget for 2013/2014 of £5.626 million, be approved;
and
- (b) that the capital budget for 2013/2014 of £244,000, be approved.

34/12 **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE -**
PROPOSED MEETING DATES 2013 / 2014

The Committee considered the proposed meeting dates scheduled for 2013/2014.

The Chairman reminded Members of the agreed quorum for meetings and asked Members to consider this with regard to future agenda items and any declarations of interest being declared. If only one Member was in attendance for their participating authority and upon declaring an interest had to leave the meeting, the meeting would be inquorate.

RESOLVED that the Worcestershire Shared Services Joint Committee meeting dates and start time of 5.30pm for 2013/2014 be approved as follows:

- Thursday 21st February 2013
- Thursday 27th June 2013 – Annual Meeting
- Thursday 26th September 2013
- Thursday 21st November 2013 – Budget Meeting
- Thursday 20th February 2014

The meeting closed at 7.30 p.m.

Chairman

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th December 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	Next meeting – Mid-late January 2013
2.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr John Fisher John Staniland / Georgina Harris	Next meeting – 21st January 2013.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th December 2012

3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: Cllr Pat Witherspoon Liz Tompkin	Next meeting – Date to be established
4.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> John Staniland / Ruth Bamford	Last meeting - 20th November 2012 Next meeting – 18th December 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	Next meeting – Date to be established.
7.	Grants Panel	Chair: <u>Cllr David Bush</u> / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Next meeting – January 2013.
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 December 2012

9.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Next meeting – 19th November 2012
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AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th December 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 18th December 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 18th December 2012.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

18th December 2012

18th September 2012		
Cllr Mould / Jayne Pickering	Council Tax Support Scheme Officers were requested to prepare a further report at the end of the 8 week consultation period.	This report will be presented to the Executive Committee on 18th December 2012.
20th November 2012		
	Quarterly Customer Service Monitoring Officers were requested to provide details as to the proportion of payments detailed in the table on page 68 of the report which had been received electronically.	Information circulated to the Committee following the meeting.
<i>Note:</i>	<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 20/11/2012