

# Council

Monday 3rd September  
2012  
7.00 pm

Council Chamber  
Town Hall  
Redditch



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

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

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

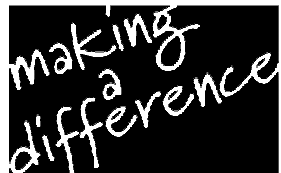
**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

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

The emergency **Assembly Area** is on **Walter Stranz Square**.





# Council

3rd September 2012

7.00 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:	Alan Mason (Mayor)	Carole Gandy
	Wanda King (Deputy Mayor)	Adam Griffin
	Joe Baker	Bill Hartnett
	Roger Bennett	Pattie Hill
	Rebecca Blake	Roger Hill
	Michael Braley	Gay Hopkins
	Andrew Brazier	Phil Mould
	Juliet Brunner	Brenda Quinney
	David Bush	Mark Shurmer
	Michael Chalk	Yvonne Smith
	Simon Chalk	Luke Stephens
	Greg Chance	Debbie Taylor
	Brandon Clayton	Derek Taylor
	John Fisher	Pat Witherspoon
	Andrew Fry	

<b>1. Welcome</b>	The Mayor will open the meeting and welcome all present.
<b>2. Apologies</b>	To receive any apologies for absence on behalf of Council members.
<b>3. Declarations of Interest</b>	To invite Councillors to declare any interests they may have in items on the agenda.
<b>4. Minutes</b> Chief Executive	To confirm as a correct record the minutes of the meeting of the Council held on 23rd July 2012.  <b>(Minutes circulated in Minute Book 4 - 2011/12)</b>

# Council

3rd September 2012

<p><b>5. Announcements</b></p>	<p>To consider Announcements under Procedure Rule 10:</p> <ul style="list-style-type: none"><li>a) Mayor's Announcements</li><li>b) Leader's Announcements</li><li>c) Chief Executive's Announcements.</li></ul> <p>(Oral report)</p>
<p><b>6. Questions on Notice</b> Chief Executive</p>	<p>No questions have been submitted to date under Procedure Rule 9.2.</p>
<p><b>7. Motions on Notice</b> Chief Executive</p>	<p>No Motions have been submitted under Procedure Rule 11.</p>
<p><b>8. Executive Committee</b> (Pages 1 - 22) Chief Executive</p>	<p>To receive the minutes and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> <p><u>24th July 2012</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Pay and Display Car Parks; and</li><li>• Co-location of One Stop Shop and Woodrow Library.</li></ul> <p>(Reports and decisions attached)</p> <p><u>21st August 2012</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Post Room – Transformation and Service Redesign Review.</li></ul> <p>(Report attached).</p> <p><b>(Minutes of the meeting on 24th July 2012 circulated in Minute Book 4 – 2012/13; Minutes of the meeting on 21st August 2012 to follow)</b></p>

# Council

3rd September 2012

<p><b>9. Regulatory Committees</b> Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees:</p> <table border="0"><tr><td>Licensing Committee -</td><td>11th July 2012</td></tr><tr><td>Planning Committee -</td><td>18th July 2012</td></tr><tr><td></td><td>15th August 2012</td></tr><tr><td>Standards Committee -</td><td>16th July 2012</td></tr></table> <p>There are no outstanding recommendation for the Council to consider:</p> <p><b>(Minutes circulated in Minute Book 4 – 2012/13)</b></p>	Licensing Committee -	11th July 2012	Planning Committee -	18th July 2012		15th August 2012	Standards Committee -	16th July 2012
Licensing Committee -	11th July 2012								
Planning Committee -	18th July 2012								
	15th August 2012								
Standards Committee -	16th July 2012								
<p><b>10. Pooling of Business Rates</b> J Pickering - Exec Director (Finance and Corporate Resources)</p>	<p>To consider the report of the Executive Director (Finance and Corporate Resources) setting out options for pooling Business Rates.</p> <p>The report sets out the background to this item and further details will be sent to the Council as soon as they are available.</p>								
<p><b>11. Urgent Business - Record of Decisions</b> Chief Executive</p>	<p>To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.</p> <p>(None to date).</p>								
<p><b>12. Urgent Business - general (if any)</b></p>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting and/or on the Leader's Forward Plan.)</p>								

## 13. 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.”**

**[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’.]**

(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)



REDDITCH BOROUGH COUNCIL

**COUNCIL**

23rd July 2012

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36. PAY AND DISPLAY CAR PARKS

**RECOMMENDED that**

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



**EXECUTIVE  
COMMITTEE**

24th July 2012

**PAY DISPLAY CAR PARKS**

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

**1. SUMMARY OF PROPOSALS**

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

**2. RECOMMENDATIONS**

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

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

**RESOLVED that**

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

**EXECUTIVE  
COMMITTEE**

24th July 2012

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

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

**Legal Implications**

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

**EXECUTIVE  
COMMITTEE****24th July 2012**

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

**Service/Operational Implications**

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

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

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

## **EXECUTIVE COMMITTEE**

24th July 2012

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

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

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

### **4. RISK MANAGEMENT**

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

### **5. APPENDICES**

None.

### **6. BACKGROUND PAPERS**

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

### **AUTHOR OF REPORT**

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

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of the Local Government Act 1972.

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**EXECUTIVE  
COMMITTEE**

21st August 2012

**POST ROOM - TRANSFORMATION AND SERVICE REDESIGN REVIEW**

Relevant Portfolio Holder	Councillor Phil Mould
Portfolio Holder Consulted	Yes
Relevant Head of Service	Kevin Dicks, Chief Executive
Wards Affected	All Wards
Ward Councillor Consulted	Not applicable
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

The report provides details of the transformation work undertaken for Redditch Borough Council (RBC) and Bromsgrove District Council's (BDC) post rooms and proposals for the new service to be provided as a shared service with savings to each Council.

**2. RECOMMENDATIONS**

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

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

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

3.1 As detailed in Appendix 1 the revised structure and delivery of the service following the transformation will realise savings of £31k. This will be shared between the two Councils

- £18k savings for Redditch BC
- £13k savings for Bromsgrove DC.

3.2 The Executive Director of Finance and Resources, the Head of Finance and Resources, the Financial Services Manager and Accountants at both RBC and BDC have been consulted.

**Legal Implications**

3.3 None specific.

**EXECUTIVE  
COMMITTEE**

21st August 2012

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**AUTHOR OF REPORT**

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