

# Annual Meeting of the Council

Monday 20<sup>th</sup> May  
2013  
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  
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# 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.**



**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. Mayor's Opening Remarks</b>	To receive the Mayor's opening remarks and report on the Mayoral year.  To give notice of Urgent Business accepted by the Mayor for consideration at this meeting, if any.
<b>5. Election of Mayor for 2013-14</b>	To elect the Mayor for the Municipal Year 2013 -14.  Once the new Mayor has been elected, s/he will make the declaration of acceptance of office, receive the chain of office and take the Mayor's seat at the front of the Chamber.

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<b>6. Election of Deputy Mayor</b>	<p>To elect the Deputy Mayor for the Municipal Year 2013-14.</p> <p>When the new Deputy Mayor has been elected, s/he will make the declaration of acceptance of office and receive the badge of office.</p>
<b>7. Announcements</b>	<p>To receive the new Mayor's communications and announcements, which will include the Mayor's charity/ies. To receive any announcements from the Leader of the Council and the Chief Executive.</p> <p>(Oral report)</p>
<b>8. Minutes</b> (Pages 1 - 8) Chief Executive	<p>To confirm as a correct record the minutes of the meeting of the Council held on 25<sup>th</sup> March 2013.</p> <p>(Minutes attached)</p>
<b>9. Leader's Appointments</b>	<p>The Leader will announce changes – if any - to the portfolio arrangements.</p>
<b>10. Appointment of Committees, Panels etc. and their Chairs and Vice-Chairs</b> (Pages 9 - 22)	<p>To consider the enclosed report outlining the proposed political balance of the Council's committees and the constitution of Panels etc.</p> <p>The Council is also asked to appoint Chairs and Vice Chairs to each of the Committees.</p> <p>(Report attached)</p>
<b>11. Outside Bodies</b> (Pages 23 - 30)	<p>To agree appointments to national, regional and partnership outside bodies, as set out in the enclosed list. The Council is also asked to agree that the appointments to other bodies continue until the first ordinary meeting of the Council.</p> <p>(Report attached)</p>

<p><b>12. Constitution - Annual Review</b></p>	<p>The annual review of the Constitution will be considered at the next ordinary meeting of the Council. The Council is asked to confirm the current Constitution in the meantime.</p>
<p><b>13. Urgent Business - Record of Decisions</b>  (Pages 31 - 34)  Chief Executive</p>	<p>To note the following decision taken in accordance with Paragraph 5 of Part 6 of the Constitution since the last ordinary meeting of the Council:</p> <p><b><u>Police and Crime Panel Budget</u></b> (Urgent Business Reference 503)</p> <p>(Chief Executive)</p> <p>Consideration was given to approval of the budget for the administration of the Police and Crime Panel for 2013/14. Ideally, this budget should have been approved prior to the start of the 2013/14 financial year on 1<sup>st</sup> April 2013. The County Council had been aware that Redditch Borough Council's (and Bromsgrove District Council's) agreement of the budget has been delayed but the decision did need to be made as soon as practicable and certainly before this present meeting of the Council. Officers did not have delegated authority to make this decision.</p> <p><b>RESOLVED that</b></p> <ol style="list-style-type: none"><li><b>1) the budget for the West Mercia Police and Crime Panel for 2013-14 be approved;</b></li><li><b>2) authority to approve the budget in future years, providing no financial contribution is sought, be delegated to the Executive Director, Finance and Corporate Resources, in consultation with the Leader of the Council; and</b></li><li><b>3) the Head of Legal, Equalities and Democratic Services update the Constitution accordingly.</b></li></ol> <p style="text-align: right;"><b>(Council Decision)</b></p> <p>(Report attached)</p>



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**14. Urgent Business -  
general (if any)**

To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him/her by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.

(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.)

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Please note:

- (i) Following the end of this meeting, all Council members, Officers, guests and members of the public who have attended the meeting are invited to join the Mayor in a reception in the Civic Suite)
  - (ii) Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Democratic Services Officers in advance of the meeting.
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## Council

25<sup>th</sup> March 2013

## MINUTES

### Present:

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

### Officers:

E Baker, R Bamford, J Carradine, J Cooper, K Dicks, C Felton, S Hanley, S Jones and J Pickering

### Committee Services Officer:

I Westmore

### 103. WELCOME

The Mayor opened the meeting and welcomed all present.

### 104. APOLOGIES

There were no apologies for absence.

### 105. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 106. MINUTES

#### RESOLVED that

the minutes of the meeting of the Council held on 18<sup>th</sup> February 2013 be approved as a correct record and signed by the Mayor.

.....  
MAYOR, in the Chair

**107. ANNOUNCEMENTS**a) Mayor

The Mayor's communications and announcements were as follows:

i) Mayoral Functions

The Mayor advised that since the previous ordinary meeting of the Council he had attended a number of engagements, including the opening of Café Mambo @ No.5, a West Midlands Ambulance Service function at Chateau Impney, his own charity Indian Banquet at Rily's, the 25<sup>th</sup> anniversary celebrations of Carers' Careline and a Women in Music event in Birmingham.

ii) Forthcoming Engagements

The Mayor advised that forthcoming engagements included the Wychavon District Council Chairman's Charity Dinner, a Dementia meeting at Terryspring Court, a Redditch One World Link meeting, a Polish Day at the Town Hall and his Charity Civic Dinner at the Village Inn in Beoley.

b) Leader

The Leader's announcements were as follows:

i) Redditch Apprenticeship Challenge

The Leader advised that the Council had reached its target of 50 apprentices being recruited across the Borough and congratulated the Economic Development Unit and local businesses in achieving this outcome.

ii) Save the Alex Campaign

The Leader reported that there had been a good public attendance at the recent Save the Alex public meeting, despite the poor weather.

iii) Bandstand Consultation

The Leader advised that the consultation period on the Bandstand proposals had ended and the responses would now be considered.

iv) White Ribbon Campaign

The Leader informed Members that the 'These Hands are not for Hurting' Banner, to which they had added their hand-prints at a previous meeting, had been completed and was now on display in

the Chamber. Councillors and other members of the community who had participated were thanked for their support. The Council was informed that Officers intended to design a work-place policy to provide support to those who might be suffering from domestic abuse or sexual violence.

**108. QUESTIONS ON NOTICE**

Given that the Council was meeting within the prescribed period in the run-up to an election, there were no questions to be considered.

**109. MOTIONS ON NOTICE**

Given that the Council was meeting within the prescribed period in the run-up to an election, there were no motions to be considered.

**110. EXECUTIVE COMMITTEE**

Members received the minutes of the meetings of the Executive Committee held on 18<sup>th</sup> February and 12<sup>th</sup> March 2013.

The meeting considered the recommendations from the Executive Committee in respect of the Redditch Growth and Local Plan No.4 Consultation, an item which had been considered at the meeting of the Council on 12<sup>th</sup> March 2013. A number of queries were raised in connection with the re-submission of this matter to the Council less than six months after it was previously considered. Members were aware that a Notice of Motion had been signed by seven Members proposing that a recommendation from the Executive Committee be considered, the effect of which would be to rescind the previous decision, but there was some discussion as to whether this should have been circulated with the agenda for the meeting. Officers replied that the Constitution had been complied with and they were confident that the measures taken were acceptable. Copies of the Notice of Motion signed by the seven Members were circulated at the meeting to all present for their information.

The view was expressed that members of the public should have had the opportunity to address the Council in respect of this matter. In response, it was explained that there was a prescribed period in the run-up to the election during which the Constitution prevented the acceptance of questions from the public. The Leader also mentioned that he had received informal deputations from both the Webheath and Bentley Action Groups prior to the meeting.

With regard to the content of the report, the argument was once again made that the consultation was deficient in that it provided no options upon which the public could comment, as it identified two preferred sites. It was also suggested that there should have been more Councillor involvement in drawing up the options for

consultation. The limit to housing growth in Redditch was also touched upon, it being noted that the Borough boundary and the current limit of housing development were coterminous to the north, east and west.

Members were once again reminded that this was the consultation documentation that was being agreed and that any future decisions on cross-boundary housing growth would follow a period of consultation and the adjudication of planning inspectors as to the appropriateness of any proposals. The Council needed to develop a defensible Local Plan and Bromsgrove District Council had made it clear that they would be going out to consultation on the options currently presented for cross-boundary growth from 1<sup>st</sup> April, irrespective of the decision taken by Redditch Borough Council.

The three recommendations before the Council were the subject of the following named vote in accordance with Council Procedure Rule 17.5.

Members voting FOR the recommendations:

Councillors Joe Baker, Rebecca Blake, Greg Chance, John Fisher, Andy Fry, Bill Hartnett, Pattie Hill, Wanda King, Alan Mason, Phil Mould, Mark Shurmer, Yvonne Smith, Luke Stephens, Debbie Taylor and Pat Witherspoon.  
(15 votes)

Members voting AGAINST the recommendations:

Councillors Roger Bennett, Michael Braley, Andrew Brazier, Juliet Brunner, David Bush, Michael Chalk, Simon Chalk, Brandon Clayton, Carole Gandy, Adam Griffin, Roger Hill, Gay Hopkins, Brenda Quinney and Derek Taylor.  
(14 votes)

Members abstaining from voting:

None.

Accordingly, the recommendations were agreed, and it was consequently

**RESOLVED that**

- 1) the minutes of the meeting of the Executive Committee held on 18<sup>th</sup> February 2013 be received and adopted;**
- 2) the minutes of the meeting of the Executive Committee held on 12<sup>th</sup> March 2013 be received and adopted;**

- 3) the consultation document, Housing Growth Consultation (Appendix 1) and the supporting background evidence report (Appendix 2) and the accompanying Sustainability Appraisal (Appendix 3) (as enclosed with the signed minutes of this meeting) be approved for public consultation by Redditch Borough Council and Bromsgrove District Council between 1<sup>st</sup> April 2013 and 13<sup>th</sup> May 2013;
- 4) the Draft Borough of Redditch Local Plan No.4 and the accompanying Sustainability Appraisal be approved for public consultation at a deferred date to align with the Housing Growth consultation which is between 1<sup>st</sup> April 2013 and 13<sup>th</sup> May 2013; and
- 5) authority be delegated to the Head of Planning and Regeneration, in consultation with the Portfolio Holder for Planning, Regeneration, Economic Development and Transport, to consider the recent letter received from Birmingham City Council regarding the Duty to Cooperate and acknowledge that the duty will also apply to Birmingham City Council and other neighbouring authorities in relation to the Redditch Growth and Local Plan No.4 Consultation.

(The meeting was adjourned at 7.52pm and reconvened at 7.58pm.)

#### **111. REGULATORY COMMITTEES**

The Council received the minutes of recent meetings of the Planning Committee and Standards Committee and an urgent referral from the Audit and Governance Committee.

##### **RESOLVED that**

- 1) the minutes of the meeting of the Planning Committee held on 16<sup>th</sup> January and 13<sup>th</sup> February 2013 be received and adopted;
- 2) the minutes of the meeting of the Standards Committee held on 12<sup>th</sup> December 2012 be received and adopted; and

##### Audit and Governance Committee

- 3) the Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision Policy for 2013/14 be approved.

(This referral had been accepted as a matter of Urgent Business – not having met the publication deadline – and was considered at the meeting as such, with the approval of the Mayor, in accordance with the Council's constitutional rules and the powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the referral, which was not available at the time of the agenda going to print, had arisen from a meeting of the Audit and Governance Committee that had occurred following dispatch of the agenda and the matter needed to be resolved prior to the next meeting of the Council.)

## **112. OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT**

The Chair of the Overview and Scrutiny Committee, Councillor Juliet Brunner, presented the Annual report of her Committee to the Council. Councillor Brunner was able to report that the Committee's work during the past year had encompassed all aspects of scrutiny. A number of reviews had been completed during the year, including those on Redditch Market and an Arts and Culture Review, and the Executive had accepted the majority of the recommendations put to it.

A new approach had been adopted to pre-Scrutiny which involved a short period of intense work by small groups of non-Executive Members and thanks were expressed to those involved in this venture. Thanks were also expressed to those Members involved in all the reviews undertaken, the Vice-Chair, Councillor Simon Chalk, the Redditch Standard and the Overview and Scrutiny Support Officers for their support and guidance.

Members commended the Overview and Scrutiny Committee at the end of another interesting and positive year. There ensued some discussion about the recommendations arising from the work of the Task Groups. It was suggested that, on occasions, fewer recommendations would be preferable and that the Executive would be better placed to agree such recommendations should there be a fuller account of the implications and should the recommendations be less dependent on the actions of third parties. The scope of the consultations carried out during the course of the reviews was also discussed. A number of Members pointed to the extensive consultation with the public that had been undertaken during recent reviews and the Leader commented on the format of recent Task Group reports which clearly set out the implications of recommendations where these could be ascertained. The numbers of recommendations were put down to Members' enthusiasm for the subjects under consideration.



**RESOLVED that**

**the Annual Report of the Overview and Scrutiny Committee 2012/13 be noted.**

**113. FEES AND CHARGES 2013/14 - UPDATE**

The Council received a report in respect of the one outstanding charge not agreed at the previous meeting, that for Junior Swimming Lessons. The Portfolio Holder for Leisure and Tourism provided an update to the meeting detailing a change to the printed recommendations, the effect of which was to increase the charge for this service by 3% from 1<sup>st</sup> April 2013 and add an additional £15,000 to the savings which the Council needed to achieve during 2013/14.

**RESOLVED that**

- 1) the increase in fees and charges for junior swimming lessons from 1<sup>st</sup> April 2013 be agreed as set out below:**

<b>General -</b>	<b>£52.20;</b>
<b>Reddicard -</b>	<b>£34.80;</b>
<b>Concession -</b>	<b>£26.20; and</b>
- 2) the additional £15k savings to be made as a result of this revised increase be added to the general savings to be achieved in 2013/14.**

**114. POLITICAL BALANCE**

The Council was formally notified of the resignation of Councillor Michael Braley from the Conservative group on the Council. The Council was informed that the Conservative Group intended to offer one seat allocated to the Group on the Standards Committee to Councillor Braley until the next Annual Meeting of the Council. Councillor Braley had previously represented the Group on the Standards Committee.

**RESOLVED that**

- 1) the resignation of Councillor Michael Braley from the Conservative Group on the Council be noted; and**
- 2) the appointment of Councillor Michael Braley to the Standards Committee until the next Annual Meeting of the Council be reaffirmed.**

**115. URGENT BUSINESS - RECORD OF DECISIONS**

The Council discussed the decision that had been taken under its urgency procedures in respect of the surrender of the lease on Threadneedle House by Barclays.

**RESOLVED that**

**the decision be noted.**

(During consideration of this item Members discussed matters that necessitated disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of a particular person (including the authority holding that information), disclosure of which might prejudice the Council's position in relation to negotiations over terms of disposal of the lease.

**116. URGENT BUSINESS - GENERAL**

There were no additional items of urgent business other than that previously considered at minute 111, above.

**117. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended."**

**Item 13 – Urgent Business – Record of Decisions (Lease Surrender for Threadneedle House by Barclays)**

The Meeting commenced at 7.00 pm  
and closed at 8.50 pm

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MAYOR, in the Chair

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### APPOINTMENT OF COMMITTEES ETC.

Relevant Portfolio Holder	N/A
Portfolio Holder Consulted	
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non key

#### **1. SUMMARY OF PROPOSALS**

- 1.1 This report sets out the proposed political balance of the Council's Committees and seeks the Council's agreement to these.
- 1.2 Once the Council has agreed the political balance, the Leaders of each of the Political Groups on the Council can nominate to the places on each for their group.
- 1.3 The Council also makes appointments to other bodies which are not required to be politically balanced. These are listed in the appendix.

#### **2. RECOMMENDATIONS**

**The Council is requested to RESOLVE that**

- 1) the Political balance of the Committees of the Council be agreed as set out in paragraph 3.6;**
- 2) the arrangement where the seats on the Overview and Scrutiny Committee are not allocated in accordance with the political balance requirements be continued;**
- 3) the arrangement where the seats on the Crime and Disorder Scrutiny Panel are not allocated in accordance with the political balance requirements be continued;**
- 4) appointments by political group leaders to the places on each Committee etc. be noted; and**
- 5) appointments to Working Groups and other bodies listed in the appendix be agreed.**

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### 3. KEY ISSUES

#### Financial Implications

- 3.1 There are no financial implications arising from this report. The level of members allowances, based on the current number of positions as set out in this report, has been agreed previously by the Council.

#### Legal Implications

- 3.3 With the exception of the Executive Committee, the Council is required by law to allocate places on its main Committees in accordance with its political make-up. The main requirements are that:
- the number of seats on each Committee allocated to each political group reflects the proportion it holds of the total number of seats on the Council;
  - the Group with the majority of seats on the Council should hold the majority of seats on each Committee.
- 3.4 The definition of a Political Group for these purposes is that it has a minimum of 2 members. The current make up of the Council is 15 Labour, 13 Conservative and 1 Councillor not in a political group.
- 3.5 The Council is able to decide not to allocate places in accordance with political balance and has done this for the Overview and Scrutiny Committee for a number of years. The convention is that the members who take the majority of seats on the Committee are not from the controlling political group. However, this decision can only take effect if no Councillor votes against it. A similar arrangement has been made for the Crime and Disorder Scrutiny Panel, which is a sub-committee of Overview and Scrutiny Committee.
- 3.6 At its last meeting, the Standards Committee asked the Monitoring Officer to make proposals to increase the size of the Committee from its current membership of 5. The request followed difficulties in setting up a quorate meeting of both the Committee and of an assessment sub-committee. The table below shows the political balance if the committee is increased to 9 members:

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Committee	Total places	Labour Group Places 15	Conservative Group Places 13	Non-aligned Councillor 1
Audit and Governance	7	4	3	0
Licensing	11	6	5	0
Planning	9	5	4	0
Standards	9	5	4	0
Overview and Scrutiny	9	5 (take 4) -1	4 (take 5) +1	0
Crime and Disorder Panel	5	3 (take 2) -1	2 (take 3) +1	0
	50	26	24	0

**Service / Operational Implications**

- 3.7 Once the Council has agreed the allocation of seats, the leaders of each political group will nominate members to fill them so that the business of the Council can continue to run smoothly.

**Customer / Equalities and Diversity Implications**

- 3.8 There are no specific implications arising from this report.

**4. RISK MANAGEMENT**

There are no specific high level risks arising from this report.

**5. APPENDICES**

Appendix 1 - list of Committees and other bodies for appointment.

**6. BACKGROUND PAPERS**

None

**AUTHOR OF REPORT**

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## Appendix

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### COMMITTEE MEMBERSHIPS

Note: Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.

#### Overview and Scrutiny Committee (9)

4 Labour, 5 Conservatives, plus TU co-optees – not politically balanced

The Constitution requires that members of political groups not forming part of the controlling political group shall be appointed Chair and Vice-Chair of the O&S Committee.

Chair: Councillor

Vice-Chair: Councillor

Councillors: Members cannot be members of the Executive Committee.

Labour Councillors

Conservative Councillors

Co-opted 2 Trade Union (UNISON) representatives members for employee-related items only.

Named All other members of the Council – non-Executive

Substitutes: For reasons of continuity, substitution is not permitted during Task and Finish reviews.

Substitute: 1 nominated TU representative per Union.

Co-optees

#### Crime and Disorder Scrutiny Panel (5)

3 Conservatives, 2 Labour - not politically balanced

The Terms of Reference of the Crime and Disorder Scrutiny Panel state that the Chair must be a member of the Overview and Scrutiny Committee and be a member of a political group not forming part of the ruling administration.

Chair: Councillor

Councillors:

Labour Councillors

Conservative Councillors

#### Task and Finish Groups

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There is one new Group for 2013-14 and one that is continuing from the last year. For the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the following municipal year. It is also an expectation that Chairs of Task and Finish Groups will be Members of the Overview and Scrutiny Committee.

### **Joint Worcestershire Regulatory Services Task Group (1 plus 1 substitute)**

This will be supported by Bromsgrove District Council as the host authority. It is a new Scrutiny Group and is due to start work in the early summer. Executive Committee members cannot be members of this Group.

One member must be the Chair or Vice Chair of the O&S Committee, the other must be a member of the Committee.

Member: Councillor:  
Substitute: Councillor:

### **Housing Densities Task Group (3)**

Chair: Councillor

Councillors: Labour Councillors – none nominated  
Conservative Councillors

### **Regulatory Committees**

#### **Audit and Governance Committee (7)**

4 Labour, 3 Conservative

The Committee to comprise elected Members representing all interests of the Authority, preferably with relevant areas of expertise where possible, such areas as accountancy, audit, business and commerce. Can be members of the Executive Committee. For the sake of independence, the Chair not to be a Member of the controlling political group .

One nominee is sought to oversee fraud monitoring and 2 to oversee risk.

Chair: Councillor  
Vice-Chair: Councillor

Councillors: Labour  
Conservative

Named

Substitutes: Not permitted.

#### **Employment Appeals Committee**

5 members per hearing – not required to be proportional but representation from both groups is preferred. The Committee will be selected as and when necessary, in



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consultation with the Chair, from all members of the Council. Training in Quasi-Judicial meetings required. Normally evening meetings, but may occasionally need to meet in the daytime for longer hearings.

Chair:

Vice-Chair:

Councillors      Labour  
                         Conservative

Named

Substitutes:      Substitution rules do not apply.

### **Corporate Health, Safety and Welfare Committee (1)**

1 RBC Member representative

1 BDC Member representative

To discuss corporate Health and Safety issues.

An internal RBC Officer meeting with Member representation / daytime meetings.

Councillor:

### **Licensing Committee (11)**

6 Labour, 5 Conservative

Must be no less than 10 and no more than 15

Required, via its Sub-Committees, to deal with applications lodged under the provisions of the Licensing Act 2003 and Gambling Act 2005; and also, via other Sub-Committee(s) to act as Taxi and other Licensing Regulatory Committee. Members can be members of the Executive Committee. There may be daytime and evening meetings of the sub-committee for personal and premises licenses. The taxi/other licensing sub-committee usually meets in the daytime.

Chair:

Vice-Chair:

Councillors: Labour  
                         Conservative

Named              Subject to appropriate training, all other members of the Council.

Substitutes:

### **Licensing Sub-Committees – A. Personal / Premises / Gambling Act (3 plus reserve)**

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3-Member Panels – general membership to be agreed by Officers from the membership of the Licensing Committee, in consultation with the relevant Chair, as required per application and currently to include a 4th Reserve Member.

Sub-Committee core membership - 3 Members normally to hear Licensing Act / Gambling Act applications, plus one Reserve:

Councillors:

### Licensing Sub-Committees – B. Taxis / Sex Establishments / Other (5)

3 Labour, 2 Conservative from the Licensing Committee

Mostly daytime meetings. Members must receive training in Quasi-Judicial meetings before they can sit or substitute.

Chair: Ex officio Chair of the Licensing Committee

Vice-Chair:

Councillors: Labour  
Conservative

Named

Substitutes:

Substitute Members to be drawn, as required, from list of trained and available Members. Training will be provided as soon as possible to cover any deficit .

### PLANNING COMMITTEE (9)

5 Labour, 2 Conservative

Can be members of the Executive Committee. Members must receive relevant formal training before they can sit or substitute. Training to be updated annually and/or when significant legal, policy or procedural change occurs.

Chair:

Vice-Chair:

Councillors: Labour  
Conservative

Named

All other trained members of the Council.

Substitutes:

### STANDARDS COMMITTEE (9)

5 Labour, 4 Conservative

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plus - 1 non-voting Parish Council co-optee and 1 substitute and 2012/13 transitional arrangement - 1 non-voting Independent Observer co-optee. The Committee will be reviewing its first year of operation in July, including the sub-committees.

Quasi-judicial training is required for the conduct of any Hearings.

Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.

Chair: Councillor  
Vice –Chair: Councillor

Councillors: Labour  
Conservative

Named Substitutes: Must have received required training.

Chairing of Sub-Committees will vary according to the circumstances of the Hearing.

Labour Chair for Hearing about Conservative member / Conservative Chair for Hearing about Labour member.

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### MEETINGS UNDER SHARED / JOINT ARRANGEMENTS

#### Shared Services Board (4)

3 Labour, 1 Conservative

To oversee the shared services, joint working and alternative working arrangements of the Council

Chair: Councillor Hartnett RBC, Councillor ..... (BDC)  
(previously Leaders by office, who alternate according to meeting venue, other becoming Vice-Chair)

Vice-Chair: As above

RBC Councillors: Labour  
Conservative

Fixed membership only

Named 3 named Substitutes – Councillors  
Substitutes: All Members are invited to attend and observe

#### Worcestershire Shared Services Joint Committee

To oversee the shared Regulatory Service.

Chair: To be appointed by the Committee

Vice-Chair: As above

RBC Councillors: 2 appointments from Redditch Borough Council. At least one RBC Member must be a member of the Executive Committee.  
Labour  
Conservative

Named Substitutes: 2 – one should be a member of the Executive Committee  
Substitutes: All Members are invited to attend and observe.

**OTHER MEETINGS**

**EXECUTIVE ADVISORY PANELS**

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members. Potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions. They often meet early evening.

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate. They are therefore led by the relevant Portfolio Holder(s).

The panels are not required to be Party proportional, but have been established on those terms to date – the figures are a guide only.

**Climate Change Advisory Panel (5)**

3 Labour, 2 Conservative

To advise the Executive Committee on Climate Change. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder  
Vice-Chair: Councillor:  
  
Councillors: Labour  
Conservative

**Economic Advisory Panel ('ECAP') (5)**

3 Labour, 2 Conservative

To advise the Executive Committee on Economic Development related matters. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder  
Vice-Chair:  
  
Councillors: Labour  
Conservative

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### Housing Advisory Panel (5)

3 Labour, 2 Conservative

To advise the Executive Committee on Housing-related matters. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder

Vice-Chair:

Councillors: Labour  
Conservative

### Planning Advisory Panel ("PAP") (5)

3 Labour, 2 Conservative

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder

Vice-Chair:

Councillors: Labour  
Conservative

### MISCELLANEOUS OTHER MEETINGS:

#### Borough Tenants' Forum (3)

2 Labour, 1 Conservative

Can be any member of the Council

Chair: Not RBC position - election at first meeting

Vice-Chair: ditto

Councillors: Labour  
Conservative

Named

Substitutes: All members of the Council

### Constitutional Review Working Party (5)

3 Labour, 2 Conservative

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To provide a pool of senior Executive Committee and O&S Members to assist the Chief Executive and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localism agenda. Should ideally include Group Leaders, Portfolio Holder and Senior members of both Executive and O&S Committees.

Chair:

Vice-Chair:

Councillors:     Labour  
                      Conservative

Named

Substitutes:     Any member of the Council.

### **Grants Panel (5)**

3 Labour, 2 Conservative

To recommend to the Executive Committee grant awards for 2013-14. Members should not have interests which would prevent their membership / close involvement with bodies applying for grant.

Chair:

Vice-Chair:

Councillors:     Labour  
                      Conservative

Named

Substitutes:     Substitutions do not apply.

### **Holocaust Memorial Steering Group (5)**

3 Labour, 2 Conservative

To organise an annual Holocaust Memorial Event

Chair:             Councillor

Vice-Chair:     Councillor

Councillors:     Labour  
                      Conservative

Named Substitutes not required.

### **Member Support Steering Group (5)**

3 Labour, 2 Conservatives

To develop and implement a Member Development Programme and review Members' Support arrangements, including IT. Can be any member of the Council – should

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include both Party Group Member Development Champions .

Chair:

Vice-Chair:

Councillors    Labour  
                    Conservative

Named

Substitutes:    All other members of the Council.

### **Procurement Steering Group (5)**

3 Labour, 2 Conservatives

To oversee shared services joint working and other alternative working arrangements of the Council

Chair:

Vice-Chair:

Councillors:    Labour  
                    Conservative

Fixed membership only

Named            For continuity, none appointed but exceptionally permitted with  
Substitutes:    Chair's agreement.

### **Redditch Matters Editorial Panel (3)**

2 Labour, 1 Conservative

To act as a consultative body for Officers in respect of the content of the Council magazine.

Chair:

Vice-Chair:

Councillors:    Labour  
                    Conservative

Named

Substitutes:    Any member of the Council.



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## BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

The various Bodies listed below have requested the Council to appoint persons to represent the Borough Council on them.

**Notes:** The Council has agreed that:

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Council Leader on Regional bodies, and relevant Portfolio Holders as relevant to their Portfolios;
- 2) other relevant Members should be appointed as befits their position / interests / Ward responsibilities, etc., for example an Astwood Bank and Feckenham Ward Member on bodies with a rural interest.

### 1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS

Body	2012/13 Representative(s)	Notes / Terms	Nominees
Association of Public Service Excellence (APSE)	<b>Cllr P Mould</b>	1 representative (must be a Councillor)  Term : 1 year  No liability issues identified.	
Local Government Association General Assembly	<b>Cllr B Hartnett</b>	1 Representative for 2013/14 (must be a Councillor)  Term : 1 year  No liability issues identified.	
Local Government Association – Rural Commission	<b>Cllr M Chalk</b> (and John Staniland, Director)	1 Representative  (must be a Councillor – normally an Astwood Bank and Feckenham Ward Member)  (plus 1 Council Officer)  Term : 1 year  No liability issues identified.	
Local Government Association – Urban Commission	<b>Cllr G Chance</b> (and John Staniland, Director)	1 Representative  must be a Councillor  plus 1 Council Officer  Term : 1 year  No liability issues identified.	

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West Mercia Police and Crime Panel	<b>Cllr R Blake</b> <b>Substitute Cllr P</b> <b>Witherspoon</b>	1 representative and 1 substitute Term: 1 year No liability issues identified	
West Midlands Employers  (Replaces West Midlands Councils)	<b>New</b>	1 Nominated Representative Either Relevant Portfolio Holder responsible for Resources and / or Employment or alternatively, the Leader of the Council. Term: To each RBC AGM No liability issues envisaged.	
Assembly of the District Councils' Network	<b>Cllr B Hartnett</b>  (as Leader of the Council)	1 Nomination  To represent the Council on the Assembly of this body which is a voice for District Councils within the Local Government Association.  The Assembly of the DCN comprises the Leaders of the Member Authorities or equivalent. New in 2011/12.  Term : 1 year  No liability issues identified.	

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## 2: PARTNERSHIP APPOINTMENTS

### a) County Council Bodies

Body	2012/13 Representative(s)	Notes / Terms	APPOINTEES
Corporate Parenting Steering Group (Worcestershire County Council)	<b>Cllr L Stephens</b>	1 RBC Representative (elected) <u>Must be relevant Portfolio Holder</u> Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30 start) No liability issues identified.	
Health Overview and Scrutiny Committee (Worcestershire County Council)	<b>Cllr P Witherspoon</b>	1 representative (Must be a member of Redditch Borough Council's Overview and Scrutiny Committee). Term : 1 year. Comprises 8 County Councillors and 6 District Councillors who take on the role of scrutinising the local NHS and be consulted with by the NHS on any proposed substantial changes to local health services. Liability issues to be determined but <u>unlikely to be an issue.</u>	
Redditch Highways & Transportation Forum Members Discussion Group (Worcestershire County Council)	<b>Cllrs A Mason and R Hill</b>	Up to 2 Representatives (Must be Councillors) Term: To RBC AGM Role is that of non-voting observers only. No liability issues identified.	
Worcestershire Customer Strategic Board	<b>Cllr Mould (as relevant Portfolio Holder)</b>	<u>1 Nomination only</u> (must be a Councillor – relevant Portfolio Holder with remit for Customer Services)	

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<p>(Previously Worcestershire Hub Board)</p> <p>(RBC Lead Officer – Amanda de Warr)</p>		<p>Term: 1 year to AGM 2013</p> <p>Normally <u>Daytime</u> meetings at County Hall.</p> <p>Remit for new board now wider – customer services, Worcestershire Hub, self services &amp; customer payments</p> <p>No information on issues of liability available but unlikely to be any)</p>	
<p>Worcestershire Local Access Forum</p> <p>(Worcestershire County Council)</p>	<p><b>Vacant</b></p> <p>(Membership to comprise 1 County Council Member; one Member drawn from North District Councils : Bromsgrove, Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon.</p>	<p>1 nomination for further election (must be a Councillor)</p> <p>Term : 1 year</p> <p>(<u>Note</u>: Would be beneficial if the representative had a keen interest in countryside access and recreation issues.)</p> <p><i>Redditch BC 2013/14</i>  <i>Wyre Forest 2014/15</i></p> <p><b>Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></b></p>	<p><b>Nomination required from RBC for 2013/14</b></p>

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**b) Other / Local Bodies**

Body	20012/13 Representative(s)	Notes / Terms	APPOINTEES
Worcestershire Care & Repair Performance Board	<b>Cllr M Shurmer</b>	1 RBC Representative (elected) Until next RBC Annual Meeting. (Normally to be Housing Portfolio Holder)  Liability issues to be determined. No information to hand at present time. Unlikely to be an issue.	
Redditch Children's Centres Advisory Board (Contact Officer: Judith Willis)	<b>Cllr P Hill</b>	1 Representative (must be a Councillor) Term : 1 year Informally advised that there are unlikely to be any liability issues for members of the Advisory Board.	
North Worcestershire Community Safety Partnership	<b>Cllr R Blake</b>	1 representative and one named substitute Term: 1 year Terms of Reference indicate the representative should be the relevant Portfolio Holder for each district Council has a place on the partnership board as an Invitee to Participate.  No liability issues identified.	
Town Centre Partnership (Lead Officer – Lyndsey Hadley)	<b>Cllrs A Mason and Derek Taylor</b>	2 Representatives (must be Councillors – one from each Political Group) Term : 1 year No liability issues identified.	
Waste Management Board (Lead Officer – Guy Revans)	<b>Cllr Debbie Taylor (as relevant Portfolio Holder) (substitute Cllr Fry )</b>	1 representative (Representative must be a Councillor and relevant Portfolio Holder ( <b>advised no formal substitute appointment required</b> )).	

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		<p>Term : 1 year</p> <p><u>Note</u>: Meets Friday <u>mornings</u> - 4 times per year</p> <p>No liability issues identified.</p>	
Local Strategic Partnership	<p><b>Leader, Deputy Leader and Leader of the Opposition</b></p> <p><b>Cllr Hartnett (or his substitute Cllr Blake)</b></p> <p><b>Cllrs Chance and Gandy</b></p> <p><b>(Papers to be also sent to substitute)</b></p>	<p>3 Member Representatives</p> <p>Leader, Deputy Leader and Leader of the Opposition (ex officio)</p> <p>Term : 1 year</p> <p>No liability issues identified.</p>	
Greater Birmingham and Solihull Local Enterprise Partnership	<p><b>Cllr R Hollingworth (or his substitute Cllr B Hartnett)</b></p>		
Worcestershire Partnership - Place Shaping Board	<p><b>Cllr P Mould representing the three northern Councils</b></p>	<p>1 representative for the three Councils in the north of the County</p>	
Worcestershire Local Transport Body (WLTB) <b>NEW</b>	<p><b>N/A</b></p>	<p>1 representative from North Worcestershire Councils plus one substitute.</p>	<p><b>Cllr J Campion substitute Cllr P Mould</b></p>

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### 3. REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES

Body	2012/13 Representative(s)	Notes / Terms	NOMINEES
Redditch Co-operative Homes	<p><b>Cllrs Griffin, Hartnett, R Hill and Witherspoon</b></p> <p>The Council has previously agreed that ideally representation will be proportional: 3 Labour and 2 Conservative.</p>	<p>5 Nominations (must be Councillors)</p> <p>Term : 1 year</p> <p>Nature of representation: to primarily represent the Organisation and not the Borough Council.</p> <p><b>Liability appears appear to be limited providing there are no breaches of duty or trust.</b></p>	<b>Cllrs</b>





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**BUDGET FOR THE POLICE AND CRIME PANEL**

Relevant Portfolio Holder	Councillor Rebecca Blake, Portfolio Holder for Community Safety
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non-key

**1. SUMMARY OF PROPOSALS**

To seek approval of the budget for the Police and Crime Panel for 2013-14.

**2. RECOMMENDATIONS**

The Council is requested to **RESOLVE** that

- 1) **the budget for the West Mercia Police and Crime Panel for 2013-14 be approved;**
- 2) **authority to approve the budget in future years, providing no financial contribution is sought, be delegated to the Executive Director, Finance and Corporate Resources, in consultation with the Leader of the Council;**
- 3) **the Head of Legal, Equalities and Democratic Services update the Constitution accordingly.**

**3. KEY ISSUES**

- 3.1 The Council agreed in May 2012 to join the Police and Crime Panel for West Mercia. Councils in each Police force area have a statutory duty to maintain a Panel. The formal agreement for the Panel requires each participating authority to agree the budget for the costs of supporting it. The support is provided by the County Council, which is known as the Host Authority.
- 3.2 There are no costs to the Council as the Home Office provides funding to each Host Authority. The confirmed funding for this financial year is £53,000 for running costs plus an additional £920 per annum per member to fund necessary expenses (to cover attendance at meetings and travel expenses). The funding notionally allocated towards member expenses is not ring-fenced, so can be used flexibly to support the Panel.

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3.3 This means the annual budget for the Panel in the West Mercia area is £68,640. The budget is based on the grant money received from the Home Office. No additional financial contribution to support the Panel is being sought from the Local Authorities in the West Mercia area.

3.4 The following table shows indicative costs for the Panel for 2013-14:

<b>Service</b>	<b>Indicative cost £</b>
Professional Officer Support	45,000
Meeting Support	5,200
Contingency	2,800
<b>Sub Total</b>	<b>53,000</b>
Members Expenses	15,640
<b>Total Budget 2013/2014</b>	<b>68,640</b>

**Financial Implications**

3.5 There are no financial implications for the Council since the support costs are funded by the Home Office and no additional contributions are being sought.

**Legal Implications**

3.6 The agreement that the Council entered into when it agreed to participate in the Panel, requires that each authority approves the budget.

**Service / Operational Implications**

3.7 None.

**Customer / Equalities and Diversity Implications**

3.8 None.

**4. RISK MANAGEMENT**

The funding from the Home Office is limited and steps have been taken to minimise expenditure wherever possible.

**5. APPENDICES**

None.

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**6. BACKGROUND PAPERS**

Report to Council 21<sup>st</sup> May 2012 including the Panel arrangements.

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