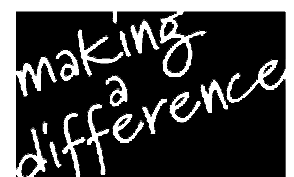


Overview and Scrutiny Committee

Tuesday, 14th August,
2012
7.00 pm

Committee Room Two
Town Hall
Redditch



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Access to Information - Your Rights

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

Your main rights are set out below:-

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- 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.
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- 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:
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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

**Jess Bayley and Michael Craggs
Democratic Services Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Ext. 3268 / 3267) Fax: (01527) 65216
e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
michael.craggs@bromsgroveandredditch.gov.uk**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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.



Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Juliet Brunner Andrew Fry
(Chair) Pattie Hill
Simon Chalk (Vice- Gay Hopkins
Chair) Pat Witherspoon
Andrew Brazier
David Bush
John Fisher

1. Apologies and named substitutes	To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.
2. Declarations of interest and of Party Whip	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.
3. Minutes (Pages 1 - 16)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record. (Minutes attached) (No Specific Ward Relevance);
4. Access for Disabled People Task Group - Final Report (Pages 17 - 22) Councillor Andrew Fry	To consider the final report of the Access for Disabled People Task Group and to determine which, if any, of the group's draft recommendations to refer to the Executive Committee. (Executive Summary attached, main report circulated separately presentation to follow). (Abbey Ward);
5. Youth Employed by Redditch Borough Council (Pages 23 - 26) Acting Human Resources and Development Manager	To consider an update on the subject of young people employed by Redditch Borough Council. (Report attached). (No Specific Ward Relevance);

Overview and Scrutiny

Committee

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<p>6. Capital Outturn Report 2011/12</p> <p>(Pages 27 - 32)</p> <p>T Kristunas, Head of Finance and Resources</p>	<p>To receive and consider the Capital Outturn Report 2011/12.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance);</p>
<p>7. Revenue Outturn Report 2011/12</p> <p>(Pages 33 - 38)</p> <p>T Kristunas, Head of Finance and Resources</p>	<p>To receive and consider the Revenue Outturn Report 2011/12.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance);</p>
<p>8. Portfolio Holder Annual Report - Written Report - Corporate Management</p> <p>(Pages 39 - 50)</p> <p>J Pickering - Exec Director (Finance and Corporate Resources)</p>	<p>To consider the content of a written report outlining the performance of services within the remit of the Corporate Management portfolio and to propose questions for the consideration of the Portfolio Holder for Corporate Management.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance);</p>
<p>9. Actions List</p> <p>(Pages 51 - 52)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>10. Executive Committee Minutes and Scrutiny of the Forward Plan</p> <p>(Pages 53 - 82)</p>	<p>To consider the minutes of the latest meeting(s) of the Executive Committee and to consider whether any items on the Forward Plan are suitable for scrutiny.</p> <p>(Minutes and latest edition of the Forward Plan attached).</p> <p>(No Specific Ward Relevance);</p>
<p>11. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p>(No Specific Ward Relevance);</p>

Overview and Scrutiny

Committee

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12. Task and Finish Groups - Progress Reports

To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.

The current reviews in progress are:

- a) Access for Disabled People – Chair, Councillor Andy Fry;
- b) Concessionary Rents Short, Sharp Pre-Scrutiny Review – Councillors Andrew Brazier and Juliet Brunner;
- c) Redditch Market – Chair, Councillor Andrew Brazier; and
- d) Sickness Policy Short, Sharp Pre-Scrutiny Review – Councillors John Fisher and Pat Witherspoon.

(Oral reports)

(Abbey Ward);

13. Referrals

To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:

- The Executive Committee or full Council
- Other sources.

(No separate report).

14. Work Programme

(Pages 83 - 88)

To consider the Committee's current Work Programme, and potential items for addition to the list arising from:

- The Forward Plan / Committee agendas
- External publications
- Other sources.

(Report attached)

Overview and Scrutiny

Committee

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15. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, 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”.

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;

and may need to be considered as ‘exempt’.



Overview and Scrutiny Committee

Tuesday, 17th July, 2012

MINUTES

Present:

Councillor Juliet Brunner (Chair), Councillor Simon Chalk (Vice-Chair) and Councillors Andrew Brazier, David Bush, Andrew Fry, Pattie Hill, Gay Hopkins and Pat Witherspoon

Officers:

A Guida-Jones, J Pickering, L Tompkin and A de Warr

Democratic Services Officers:

J Bayley and M Craggs

31. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor John Fisher.

32. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

33. MINUTES

RESOLVED that

the minutes of the meetings of the Overview and Scrutiny Committee held on Tuesday 19th June and Monday 25th June 2012 be approved as true and correct records of the meetings and signed by the Chair.

34. EXTERNAL REFURBISHMENT OF HOUSING STOCK - TRANSFORMATION UPDATE REPORT

The Committee received an update on external refurbishment works in Woodrow and a presentation regarding the outcomes of the transformation process on repairs and maintenance arrangements at Redditch Borough Council.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 17th July, 2012

Officers explained that as part of the External Wall Insulation Project works had already been undertaken on properties located in Winyates. The works had been offered to both Council house tenants and owner occupiers in Winyates, particularly residents who lived in Dolben Lane, Fownhope Close, Kinnersley Close, Lingen Close and Mordiford Close.

The majority of feedback that had been received regarding the External Wall Insulation Project had been positive. Indeed, whilst initially there had been some resistance amongst a number of residents to the works, by July 2012 every eligible resident had agreed to undertake insulation works on their properties.

The choice of the surface colour for the external insulation works was discussed in detail. Some concerns were expressed that the cream colour, which had been selected for the insulation works in Winyates, might attract graffiti and could require extensive cleaning. However, Members were advised that the colour had been selected because it was considered to be neutral and the material was supposed to be self-cleaning which would minimise the risk of deterioration in appearance of the properties. Furthermore, Members noted that the use of a cream surface colour had helped to improve the level of lighting in some parts of Winyates, particularly in the alleyways located in the estates.

Members were advised that a similar external wall insulation project was due to be delivered in Woodrow. A feasibility study of the works had been completed and suitable sites for the project had been identified. The main focus of this work would be on Ombersley Close and Rushock Close, which had formed a significant part of the focus of the External Refurbishment of Housing Stock Short, Sharp review in 2010. In total 261 properties would be eligible for the insulation works, including 112 Council houses and 149 private homes.

Lessons had been learned from the Winyates project which would be addressed in Woodrow. In particular, Officers had been concerned about the level of consultation that had been undertaken in advance of project delivery in Winyates. To minimise the potential for similar problems to occur in Woodrow Officers had sent written correspondence to every property in eligible areas. This correspondence had explained the purpose of the project and had provided information about the additional repairs and maintenance services that would be available. In addition, all residents had been informed that the works could be delivered free of charge. A community bus, which would act as a base where residents could

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learn more about the project, would also be utilised for consultation purposes in Woodrow.

As part of the project loft insulation works and boiler replacements would be provided alongside external insulation works. In addition, there would be an opportunity to replace gutters and down pipes and to undertake painting works on the roofs of properties. Similar works had been undertaken in Winyates where existing structures were observed to have been in a condition of disrepair.

The insulation works in Winyates had been delivered at a cost of £450,000. This represented a significant reduction in relation to initial request from E.ON for the Council to provide £750,000 and had been achieved as a result of months of negotiations. By contrast, in Woodrow Redditch Borough Council had managed to secure £1.7 million in carbon funding from E.ON, resulting in no carbon funding costs to the Council. E.ON, a utilities company, had been approached to help finance the project on the basis that it would enable the company to meet specific carbon debt targets. There was a risk that if E.ON was unable to address this debt the company would receive a significant fine from the Office of Gas and Electricity Markets, (Ofgem). Through funding the insulation project the company would be able to demonstrate that it was helping to meet carbon management targets.

There was the potential that a similar amount of funding would be available to fund a further insulation project in another part of the Borough. Abbeydale had been identified as a suitable location for an insulation project, though further work was required to identify specific properties in the ward that required insulation works.

The presentation from Officers focused in detail on the impact of the Council's trial transformation process on repairs and maintenance services. Prior to the launch of the trial Officers had listened to verbatim requests that were made directly to Customer Service Advisers over the phone. A number of key issues were consistently raised as areas of concern by customers. This included; a request for the Council to clarify when an operative would be visiting their property; ensuring that Officers understood the customers' interpretation of their problem and that staff could meet the customer's needs; and helping to prevent issues that would impact on the condition of a home, such as a damp problem.

Repair and maintenance job tickets could be raised by a variety of teams. Unfortunately, Officers discovered that many job tickets were being raised for inspection purposes rather than for the trade operatives, thereby delaying works. Furthermore, Officers

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discovered that there was a relatively high rate of failure demand, or actions which had not met the customers' expectations. Trade operatives were also found to be undertaking a number of jobs which could be considered to be waste. Generally, waste occurred as a result of the trade operative needing to return to stores for particular tools and materials in order to complete a job.

A total of 1,370 repair and maintenance job tickets were considered by Officers. 76 per cent of the jobs had been completed following an issue of a single job ticket. However, 26 per cent of the jobs reviewed had required between 2 – 7 additional tickets. Multiple tickets were issued for a variety of reasons, including due to a need for an external contractor to deliver work, referral to another department and the need to await of additional parts.

To address these problems the Housing Team had launched a new trial repairs and maintenance system as part of the transformation process. A group of four trade operatives had participated in this trial and the work that they had undertaken had been closely monitored. The vans utilised by the trade operatives had been fully stocked with standard equipment to minimise the requirement for trade operatives to leave properties in order to obtain necessary tools.

The outcomes of the trial had been largely positive. Out of 215 demands received by the operatives only three had resulted in failure demands, representing a 99 per cent value demand rate. In addition the end to end time for completing the works required had reduced from a maximum of 75 days to a quicker completion rate of 33.2 hours or a maximum of 6.52 days. The tradesmen had reported an increase in job satisfaction whilst tenants had predominantly complimented the new service arrangements.

Additional work remained to be completed in order to establish the new process as the standard working practice in repairs and maintenance. The system would need to be extended to encompass a total of 43 staff from the four tradesmen who were already participating in the process. In addition, the Council's ICT team were in the process of developing a system that would enable the Council to more effectively control repair and maintenance work and appointments. Officers were considering introducing a single base for all repairs and maintenance and housing staff, though there was also the possibility that only the housing capital and housing repairs teams would be based at the same sites. The housing team would continue to work with the stores as part of transformation at the site, to ensure that further improvements could be made.

Overview and Scrutiny Committee

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The Committee praised Officers for the improvements that had been made to repair and maintenance arrangements as a result of transformation and thanked Officers for the presentation.

RESOLVED that

the report be noted.

35. CO-LOCATION OF THE ONE STOP SHOP AT WOODROW LIBRARY - PRE-DECISION SCRUTINY

The Committee received a presentation and report on the subject of the Co-location of the One Stop Shop at Woodrow Library for Pre-Scrutiny.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to:

- the financial or business affairs of a particular person (including the authority holding that information) and;
- any consultations or negotiations, or contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority).

36. CORPORATE PERFORMANCE REPORT - QUARTER 4, PERIOD ENDING 31ST MARCH 2012

The Committee received the quarter four corporate performance report for 2011/12 for comment.

The report focused on 18 indicators, of which 11 had improved in performance and three had declined in performance when compared with the same time the previous year. The indicators which demonstrated improvements in performance included: the time taken to process housing benefit and Council Tax Benefit; the time lost to the organisation due to sickness absence; a reduction in the amount of residual household waste collected by the Council; and a reduction in the amount of rent owing from Council tenants.

There were two indicators which were highlighted as showing relative concern in relation to declining performance. This included the number of households requiring temporary accommodation, which had increased from three households in 2010/11 to 14

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households in 2011/12. In addition, Officers had raised concerns that the number of invoices paid by the Council within 30 days of receipt had remained relatively static for the last eight quarters.

The Committee noted that there had been a decline in the average time taken to re-let local authority housing. This increase in time was largely as a result of high maintenance requirements in January 2012 resulting from a heavy workload and staff shortages. Members noted that the rate for re-letting Council housing impacted to an extent on the number of households in temporary accommodation and it was therefore important to increase the average time taken to re-let local authority housing in order to increase accommodation provision for people at risk of homelessness.

Members noted that there had been a slight reduction in the percentage of household waste which was re-used, recycled or composted. This reduction had largely occurred prior to the conclusion of the Increasing Rates of Recycling Scrutiny Review and it was anticipated that the actions proposed by the group would start to impact on the Council's performance in subsequent quarters.

RESOLVED that

the report be noted.

37. ACTIONS LIST

RESOLVED that

the Committee's Actions List be noted.

38. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee received the minutes of the Executive Committee meeting held on 26th June 2012 and the latest edition of the Forward Plan. The following discussions ensued.

a) Executive Committee minutes

The Committee noted that the Executive Committee had received and endorsed all of the recommendations that had been proposed by the Promoting Sporting Participation Scrutiny Group. However, the Committee's recommendations

Overview and Scrutiny Committee

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on the subject of the revision of the Medium Term Financial Plan 2012/13 had been rejected by the Executive Committee.

b) Forward Plan

Members noted that a number of items were due to be subject to pre-decision scrutiny in September 2012. To ensure that Members completed evidence based pre-scrutiny the Committee agreed that Short, Sharp Reviews should be established to scrutinise these subjects in further detail during July - September 2012. In particular, it was agreed that Short, Sharp Reviews should be established to scrutinise the *Concessionary Rents Policy* and the *Sickness Policy – Review*, scheduled for the Executive Committee's consideration on 18th September 2012.

The Committee noted that Members were also scheduled to pre-scrutinise the Tenancy Strategy and Policy 2012-14. However, Members did not consider that it was necessary to establish a Short, Sharp Review of this subject and it was concluded that the item should be removed from the Committee's Work Programme.

RESOLVED that

- 1) **the minutes of the Executive Committee meeting that was held on 26th June 2012 be noted;**
- 2) **a Short, Sharp Pre-Scrutiny Review of the Concessionary Rents Policy take place in July – September 2012;**
- 3) **Councillors Brunner and Brazier be appointed to the Short, Sharp Pre-Scrutiny Review of the Concessionary Rents Policy;**
- 4) **A Short, Sharp Pre-Scrutiny of the Sickness Policy – Review take place in July – September 2012;**
- 5) **Councillors Fisher and Witherspoon be appointed to the Short, Sharp Pre-Scrutiny of the Sickness Policy – Review; and**
- 6) **the Tenancy Strategy and Policy 2012-14, scheduled for pre-scrutiny in September 2012, be removed from the Committee's Work Programme.**

Overview and Scrutiny Committee

Tuesday, 17th July, 2012

39. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

Councillor Hopkins presented a completed scoping document containing the proposed terms of reference for a review of whether to establish an Arts Centre in Redditch.

The Committee was advised that the potential to establish an arts centre for Redditch had been discussed in previous years, though no centre had been introduced to date. Members were advised that a central venue could help to increase opportunities for residents to participate in the arts. Furthermore, there were a number of arts groups which would benefit from the introduction of an arts centre as many arts bodies were struggling to secure permanent premises in which to operate.

Councillor Hopkins acknowledged that there was a risk that the review would raise expectations within the local community that could not necessarily be met. However, there was significant support within the local community for the introduction of a Redditch Arts Centre and a review would help to establish in a transparent fashion whether this objective would be feasible.

The Committee was generally receptive to the proposed review and concurred that it could represent a useful exercise. However, concerns were raised that the review needed to take into account additional leisure and cultural activities; such as arts and crafts and youth activities as well as ongoing campaigns to retain community assets such as the Redditch Youth House. To address these concerns it was agreed that the title of the review should be altered to Arts and Culture Centre Task Group.

Members noted that the Redditch Town Centre Partnership had submitted a bid for funding in the second round of the Mary Portas Pilot to revitalise towns in Britain. As part of this bid process the Redditch Town Centre Partnership was proposing that funding would be utilised to create a community arts centre in one of the vacant units located in the town centre. Success in this bidding process would create the potential for an Arts Centre scrutiny review to duplicate existing work. For this reason Councillor Hopkins explained that she was proposing that the review should be launched in September 2012 only in the event that the partnership's bid was unsuccessful.

Overview and Scrutiny Committee

Tuesday, 17th July, 2012

RESOLVED that

- 1) **subject to funding not being secured in the second round of the Mary Portas Pilot, an Arts and Culture Centre Task Group review be launched in September 2012;**
- 2) **Councillor Gay Hopkins be appointed to Chair the review; and**
- 3) **the contents of the scoping document be noted.**

40. TASK GROUPS - PROGRESS REPORTS

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

- a) Access for Disabled People Task Group – Chair, Councillor Andrew Fry

The Committee was informed that the group had recently visited Shopmobility. Members had visited Shopmobility using a Dial a Ride vehicle and the Chair had travelled in a wheelchair to provide him with an understanding of the customers' experience. The wheelchair had been securely fastened in the vehicle and the journey had felt safe and secure.

The group was on target to complete their review according to schedule in August 2012. The review findings would be jointly presented by the current Chair of the group as well as the former Chair of the group, Councillor Alan Mason. The Committee was advised that the need for consistency in the chairmanship of Task Group reviews would be raised and suggestions would be made about the potential for changes to be made to the Council's constitution on this subject.

- b) Redditch Market – Chair, Councillor Andrew Brazier

The Chair advised that the group had held two meetings. At the first meeting former reviews that had focused on relevant subject areas had been considered by Members. A brainstorming exercise had also been undertaken to provide Members with an opportunity to identify appropriate sources of evidence that would need to be considered during the review.

A second meeting had taken place on 17th July 2012. During this meeting representatives of the Redditch Town Centre

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Partnership had been interviewed. The group had also arranged to interview representatives of the North Worcestershire Economic Development Unit as part of the exercise.

RESOLVED that

the update reports be noted.

41. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon, the Committee's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided an update on the latest meeting of HOSC which had taken place on Tuesday 17th July 2012.

During the course of the meeting Members had been consulted about the application for Foundation Trust Status for Worcestershire Health and Care NHS Trust. The implications of Foundation Trust status for community hospitals in the county had been discussed in detail. Concerns had been expressed about the potential difficulties that would occur as a result of the consultation process coinciding with the ongoing Joint Services Review for the Acute NHS Trust, though Members had been assured that no difficulties were anticipated by Officers.

The Strategic Modernisation Programme of the Adult Acute and Community Mental Health Services had also been considered during the meeting. These services were in the process of being reviewed and a number of beds for patients receiving mental health support services were due to be removed. However, many of the centre where mental health services were provided in the county would remain open.

RESOLVED that

the report be noted.

42. CRIME AND DISORDER SCRUTINY PANEL - CHAIR'S UPDATE

The Chair of the Crime and Disorder Scrutiny Panel, Councillor Andrew Brazier, provided an update on the latest meeting of the Panel which had taken place on Thursday 5th July 2012.

The meeting of the Panel had taken place a few days after the launch of the North Worcestershire Community Safety Partnership. For this reason it had not been possible to consider the work of the

Overview and Scrutiny Committee

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partnership in detail. However, Members had been assured that the specific community safety needs of Redditch residents would continue to be addressed by the partnership.

RESOLVED that

the report be noted.

**43. WEST MIDLANDS REGIONAL SCRUTINY NETWORK -
FEEDBACK REPORT**

Councillor Witherspoon provided an update on the recent meeting of the West Midlands Regional Scrutiny Network, which took place on Friday 22nd June 2012 in Stoke-on-Trent.

The meeting had provided Members with an opportunity to speak with representatives of other local authorities about best practice in Overview and Scrutiny. During the course of the meeting the potential for development training sessions to be provided at meetings of the West Midlands Regional Scrutiny Network had been discussed. These training sessions could be facilitated by representatives of the Centre for Public Scrutiny (CfPS) at a cost of £40.00 per delegate. Fifteen topics had been identified as potential subject for consideration during these development sessions.

The Committee was advised that participation in the network meetings represented value for money. Members were urged to consider participating in future sessions.

RESOLVED that

1) Members of the Committee should inform Officers about their preferred subjects for development sessions; and

2) the report be noted.

44. REFERRALS

There were no referrals.

45. WORK PROGRAMME

RESOLVED that

the Committee's Work Programme be noted.

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46. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Item 5: Co-Location of the One Stop Shop at Woodrow Library –
Pre-Decision Scrutiny

The Meeting commenced at 6.58 pm
and closed at 8.50 pm

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

Document is Restricted

**OVERVIEW AND SCRUTINY
COMMITTEE**

14th August 2012

ACCESS FOR DISABLED PEOPLE TASK GROUP – EXECUTIVE SUMMARY

Relevant Portfolio Holders	Councillor Bill Hartnett, Portfolio Holder for Community Leadership and Partnership, Councillor Phil Mould, Portfolio Holder for Corporate Management and Councillor Greg Chance, Portfolio Holder for Planning, Regeneration, Economic Development and Transport
Portfolio Holders Consulted	No
Relevant Heads of Service	Head of Legal, Equalities and Democratic Services, Head of Planning and Regeneration and Head of Regulatory Services.
Ward(s) Affected	Abbey
Non-Key Decision	

1. SUMMARY OF PROPOSALS

The report provides a summary of the findings and final recommendations made by the Access for Disabled People Task Group. The executive summary should be considered alongside the Access for Disabled People Task Group's final report which provides a more detailed description of the review process, the evidence basis for the group's recommendations and the implications of proposed actions.

2. RECOMMENDATIONS

We **RECOMMEND** that

DISABLED PARKING

- 1) **the former covered market area, located to the rear of the Debenhams unit, should be converted for disabled parking and used as a collection and delivery point by Dial a Ride vehicles, as detailed in Appendix B (of the main report), for a trial period of 12 months.**
- 2) **a user friendly version of the map (detailed in Appendix E of the main report) demonstrating the location of disabled parking spaces and Shopmobility in Redditch town centre should be produced and promoted on the Council's website, on the Redditch Matters e-magazine and on the Palace Theatre's website and should be promoted to local businesses to use;**
 - a) **the contents of this map should be reviewed every twelve months to ensure that the information remains accurate;**

**OVERVIEW AND SCRUTINY
COMMITTEE**

14th August 2012

- 3) **Redditch Borough Council should work with the Redditch Town Centre Partnership, Worcestershire County Council's Highways Department and the Kingfisher Shopping Centre to introduce collection and delivery points in the town centre that could be used by vehicles transporting people with disabilities;**

TAXI SERVICES

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

BUSES

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

GENERAL RECOMMENDATIONS

- 7) **a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council;**
- 8) **ward Members should be made aware that they can use their knowledge of the local community to assess the condition of the pavements and dropped kerbs located in their wards and report their findings for the consideration of Worcestershire County Council's Highways Department and Redditch Borough Council's Environmental Services;**
- 9) **the Council's Planning Department should consider arranging for funding from Section 106 agreements to be allocated to the installation of tactile signage in the town centre for the use of people with sensory impairments and similarly funding for this form of signage should be incorporated as a requirement into a Community Infrastructure Levy (CIL) charging schedule for Redditch;**

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- 10) **Redditch Town Centre Partnership work with the Kingfisher Shopping Centre to:**
- a) **provide people with disabilities with access to a changing places toilet;**
 - b) **enact the RNIB React signage system for the benefit of customers with sensory impairments;**
 - c) **display priority seating stickers on seats already situated in the shopping centre; and**
 - d) **introduce additional seating in the Kingfisher Shopping Centre, involving an investigation of the ergonomics of the seating provided;**
- 11) **Officers undertake further work into the following areas that should be reported for the consideration of the Overview and Scrutiny Committee and Executive Committee at a later date:**
- a) **a review of the potential to install a canopy over the ramp access to Shopmobility; and**
 - b) **a joint review in partnership with Apollo 2000 of the potential for the Council to undertake landscaping work in the company's car park in return for using the car park as a collection and delivery point for Dial a Ride vehicles;**
- 12) **the Overview and Scrutiny Committee should receive the following update reports in six months time:**
- a) **an update concerning the support provided by Officers to the Redditch Disabled Access Group in relation to disability issues; and**
 - b) **a report monitoring the implementation of the group's recommendations.**

3. KEY ISSUES**Background**

- 3.1 The Access for Disabled People Task Group review was commissioned in September 2011 by the Overview and Scrutiny Committee. The group consisted of five elected Members: Councillor Mason (Chair) and Councillors Fry, Hartnett, Quinney and former Councillor A. Clayton. An initial report was presented for the consideration of the Committee in April when Members concluded that further

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work was required. Following the elections in May 2012 Councillor Fry was appointed to Chair the group. In addition Councillors M Chalk and Smith were appointed to replace Councillor Hartnett and former Councillor A. Clayton. The group was tasked with completing this additional work by September 2012.

- 3.2 The main focus of the review was on the accessibility of Redditch Town Centre for people with disabilities. In particular, the group was tasked with scrutinising accessibility of local taxi services and public transport, specifically buses, as well as provision of disabled parking spaces in the town centre. Members considered the needs and requirements of people with different types of disabilities including, mobility impairments, sensory impairments and learning disabilities.
- 3.3 During the first stage of the review evidence was obtained from a variety of sources. This included face-to-face interviews with representatives of bus companies and local taxi firms, interviews with relevant Officers from Redditch Borough Council and scrutiny of written reports. The group also obtained information through consultation with local residents, particularly residents with disabilities.
- 3.4 The group consulted Officers from Redditch Borough Council with regard to the financial and legal implications of a number of actions that formed the basis of a list of draft recommendations. All the decisions about the group's final recommendations were made collectively and were based on the feedback that had been received from Officers, expert witnesses and local residents.
- 3.5 For the second stage of the review the group was tasked with undertaking further consultation work. A number of the group's recommendations had implications for partner organisations, though it had not been possible to consult all of these bodies prior to May 2012. In particular, the group had postponed consulting with the Kingfisher Shopping Centre until the sale of the centre had been completed, which did not occur until May 2012. The group decided that this was the most appropriate course of action to take to ensure that any feedback received from representatives of the centre reflected the position of the new owners.
- 3.6 The group was also tasked with investigating current access arrangements for Dial A Ride customers to the Shopmobility service. Concerns were expressed during the Overview and Scrutiny Committee meeting in April 2012 that Dial A Ride vehicles were creating barriers to other vehicles attempting to access Car Park 2 and that the access point was not therefore safe for customers.
- 3.7 To address these concerns the group visited Shopmobility in July 2012 to observe current access arrangements. To ensure that the group secured an authentic customer experience Members travelled to Shopmobility on a Dial A Ride vehicle and the Chair travelled in a wheelchair. To minimise the impact of this field trip the visit took place during a quiet period for the service.

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- 3.8 Members welcomed the excellent service provided by both Dial A Ride and Shopmobility staff. The Dial A Ride vehicle was not observed to cause any obstruction to other vehicles and the location where the buses stopped did not create any risks for pedestrians or customers.
- 3.9 However, concerns were expressed by Members regarding the ramp access to Shopmobility from the entrance to Car Park 2. An anti-slip surface has been applied to the ramp, which receives a priority cleaning service during periods of inclement weather. However, Members were concerned that during periods of persistently bad weather the surface of the ramp could become slippery, creating a risk of customer falls, because there is no cover at present over the ramp. To address these concerns the group is proposing, in recommendation 11a, that further review work should be undertaken to identify the potential to install a roof of some form over the ramp.
- 3.10 The Overview and Scrutiny Committee has been asked to make a decision on the group's twelfth recommendation. The Committee has the power to make a decision on this subject because the Committee determines which subjects can be added to the Overview and Scrutiny Work Programme. The Executive Committee will be asked to note the Overview and Scrutiny Committee's decision.

Financial Implications

- 3.9 There are a number of financial implications which are detailed, where relevant, in relation to each of the recommendations in the Access for Disabled People Task Group's final report. Whilst these financial costs have implications for Redditch Borough Council in some instances there are also implications for the Council's partner organisations as detailed in the main report.
- 3.10 Redditch borough Council would be required to allocate financial resources to implement recommendation one. The group has been advised that £14,000 would be required to introduce disabled parking in the former covered market area. This figure would cover the costs involved in: marking out the disabled parking bays, marking pedestrian routes, providing signage for the area and reinforcing the existing steel columns that support the roof structure in the former covered market area. Administrative costs and the costs of Officer time would need to be added to this figure together with additional costs that might be incurred if civil parking enforcement is extended to the area.

Legal Implications

- 3.10 There are a number of legal implications which are detailed, where relevant, in relation to each of the recommendations in the Access for Disabled People Task Group's final report.

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Service / Operational Implications

- 3.11 There are a number of service and operational implications which are detailed, where relevant, in relation to each of the recommendations in the Access for Disabled People Task Group's final report.

Customer / Equalities and Diversity Implications

- 3.12 The Equality Act 2010 focused on the needs of people with protected characteristics, which includes disabilities. Public bodies, including local authorities, have a lawful duty of regard to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not. The findings and actions detailed in the Access for Disabled People Task Group report should enable Redditch Borough Council to pay due regard to the needs of people with disabilities living in the Borough in line with these legislative requirements.
- 3.13 The group attempted to consult widely with local residents, particularly residents with disabilities, during the review. A variety of consultation methods were used which included issuing questionnaires to the public, consulting the Redditch Access for Disabled Group and meeting with members of the Redditch Older People's Forum. The information provided by residents through consultation was addressed further during interviews with expert witnesses and in the group's final recommendations.

4. RISK MANAGEMENT

The group's findings and recommendations need to be considered in detail. There is a risk that if this does not occur the extent to which Redditch Borough Council has paid due regard to the needs of people with disabilities may be open to question.

5. APPENDICES

There are no appendices to the executive summary.

6. BACKGROUND PAPERS

Access for Disabled People Task Group - Final Report.

AUTHOR OF REPORT

Name: Jess Bayley, Democratic Services Officer, on behalf of the Access for Disabled People Task Group

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YOUTH EMPLOYMENT AT REDDITCH BOROUGH COUNCIL

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	√ - Councillor Phil Mould, Portfolio Holder for Corporate Management
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Ward Councillor Consulted	
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To update Members on the current youth employment statistics and to outline current initiatives in place and potential developments.

2. RECOMMENDATIONS

Members are asked to RESOLVE that

- 1) **the contents of the report be noted.**

3. KEY ISSUES

- 3.1 A report was presented at the Overview and Scrutiny Committee meeting on 28th April 2010, outlining the position in relation to youth employment at the Council. Following a request for a further update this report aims to present the current position to Members.
- 3.2 Currently 15.6% of all employees at the Council are under the age of 30. A high proportion of these employees work within Leisure & Cultural Services, with a more even distribution across the remaining services.

Service area	Number of employees
Community Services	13
Customer Services	1
Environmental Services	11
Housing Services	18
Leisure & Cultural Services	47
Planning & Regeneration Services	5
Policy, Performance & Partnerships	2
Finance & Resources	13

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- 3.3 The lower numbers evident in Customer Services and Policy, Performance & Partnerships may be due to the smaller size of the teams, with Planning & Regeneration due to the specialist nature of the service area where experience may take several years to obtain.
- 3.4 The retention rate for employees under the age of 30 is positive with many remaining in employment at the Council for a number of years. The average number of years service within this age group is currently 3½ years.
- 3.5 Only 1 of the 110 permanent employees under 30 is a fourth-tier manager, representing 2.1% of all fourth-tier managers. This may be as a result of the increased demands on fourth-tier managers within the Shared Services environment which necessitates higher levels of experience.
- 3.6 During 2011/12 18.6% of leavers and 29.4% of new starters were under the age of 30. This suggests that the Council is supporting youth employment by proportionately taking on more people in this category than it is losing.
- 3.7 The overall age profile of the Council for the age brackets of 16-24 and 25-34 are comparable to those of all Local Authorities with similar percentages for the workforce.

Excluding Casuals	16-24	25-34
RBC	5.5%	18.6%
All Local Authorities	5.1%	20.1%

Source: Local Government Association

3.8 Existing Initiatives: Apprenticeships

The current situation with regards to apprenticeships at the Council has improved over the last 2 years. Despite the withdrawal of the additional DWP funding that was previously received, there are currently 4 apprentices (in Customer Services, Sure Start (2) and Repairs and Maintenance) with a further 2 being recently established and pending recruitment (including an additional position in Repairs and Maintenance and Environmental Services). Consideration is currently being given to supporting an apprentice working within Organisational Development focusing on training administration.

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3.9 In addition to the support at the Council, apprentices can benefit from working across Councils within the shared services to further enhance knowledge and experience from other organisations. Any time spent within other Authorities is funded appropriately.

3.10 Officers are currently investigating all other options that may be available in the creation of additional apprentices to support young people across the Borough. A potential opportunity that is currently under review is the consideration of an initiative to work with property developers across the Borough to encourage them to provide funding to employ apprentices at the development or within their wider organisation. There is the potential for this to be secured through CIL (previous S106) monies and officers will provide further updates to Members once a more formal policy is established.

3.11 The Council is continuing to maintain its close relationship with New College, particularly in relation to facilitating recruitment and the ongoing support of the college's apprentice training opportunities.

3.12 Work Experience

The Authority aims to accommodate as many work experience placements as is practical, based on the availability of support within service areas. During 2010 and 2011 approximately 49 work experience placements were successfully undertaken. Our objective is to make work experience placements as informative and beneficial as possible. Feedback received from placements has been positive and we are always looking at ways of making the experience more useful. Officers are looking to work with New College to ensure that these opportunities provide a useful and relevant experience for placements.

3.13 Other Initiatives

Subject to confirmation of the event taking place we are hoping to support Redditch Jobcentreplus with their Youth Event in September which is aimed at promoting potential careers and employment opportunities.

3.14 Other recent initiatives that the Council, through Human Resources, have supported include visiting Birchensale Middle School to assist with enabling students to practice their interview skills, exhibiting at a Careers Fair at New College which around 1200 students attended and supporting and advising on the creation of a Climate Change intern opportunity within Environmental Services.

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- 3.15 Looking toward the future, as well as the Council continuing to develop its relationship with local schools and colleges, particularly our ability to offer meaningful work experience, we would also like to consider involvement with national initiatives such as the Government's Work Programme, which gives young unemployed people a chance to get voluntary work experience or a longer term job.

Financial Implications

- 3.15 None as a direct result of this report.

Legal Implications

- 3.16 None as a direct result of this report.

Service/Operational Implications

- 3.17 None as a direct result of this report.

Customer / Equalities and Diversity Implications

- 3.18 None as a direct result of this report.

4. RISK MANAGEMENT

None as a direct result of this report.

5. APPENDICES

None

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

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CAPITAL PROGRAMME OUTTURN 2011/12

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To report on the actual expenditure and funding of the capital programme for 2011/12.
- 1.2 The figures included in this report will be subject to examination by the Audit Commission as part of the final accounts audit.

2. RECOMMENDATIONS

**The Committee is asked to RESOLVE that
subject to any comments, the report be noted.**

3. KEY ISSUES

- 3.1 The detail included at Appendix 1 shows actual expenditure of £16.4 million, of which £0.5 million is work in progress. The appendix also shows the variances between the budget and actual spend. Appendix 1 also contains comments regarding the status of each scheme. The current expenditure on some schemes is treated as being complete, although the balance remaining will be transferred to 2012/13. This treatment is applied to schemes such as work to public buildings because the expenditure relates to discrete areas of work.

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- 3.2 The 2011/12 Capital Programme has been funded as detailed in the following table:

Funding Source	£
Major Repairs Reserve (HRA)	2,267,815
Prudential Borrowing	
- HRA	3,856,618
- General Fund	8,664,522
Capital Receipts	400,000
Grants	578,510
Section 106 Monies	53,821
Revenue contributions	32,256
Total	15,853,542

Capital Grants

- 3.3 Grants and contributions from third parties are an important source of capital finance. In 2011/12 a total of £578,510 in terms of grants were utilised to fund the capital programme. The table below details the sources of grant and their use:

Grants	£	Details
Disabled Facilities Grants (DFGs)	320,737	Government support for DFGs
DEFRA	80,745	Contaminated land
Aiming High	98,000	Abbey Stadium - equipment
Decent Homes	66,252	HMO grants, Housing strategy
DWP	12,776	IT equipment and software
Total	578,510	

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Capital Receipts

- 3.4 Since the pooling of housing capital receipts was introduced on the 1st April 2004 and the downturn in the housing market the level of capital receipts has diminished. In 2011/12 the Council sold 8 dwellings under the Right to Buy (RTB) scheme this compares to 246 in 2003/04. Capital receipts of £10,000 or less are treated as revenue income.

Use of Capital Receipts	£'000
Balance as at 1 April 2011	1,253
Amounts received in year	1,237
less payment of RTB receipts to central government	404
Funding of 2011/12 capital expenditure	400
Total	1,686

Financial Implications

- 3.5 The financial implications are detailed within the report.

Legal Implications

- 3.6 Under Section 151 of the Local Government Act 1972 the Local Authority must make arrangements for the proper administration of its financial affairs.
- 3.7 The main definition of capital expenditure is set out in the Local Government Act 1989.

Service/Operational Implications

- 3.8 The approved Capital Programme for 2011/12 totalled £19 million. The Programme includes a number of schemes that span more than one financial year and it is necessary during the year to profile the budget according to the actual progress made during the year.
- 3.9 The schemes included in the capital programme enable the Council to meet its objectives.

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- 3.10 Investment via the capital programme enables the Council to maintain and/or enhance the quality of its physical resources. Officers are required to follow the Council procurement procedures in letting contracts associated with individual schemes within the programme. This should ensure value money in terms of procurement.

Customer / Equalities and Diversity Implications

- 3.11 There were no customer/equalities and diversity implications identified.

4. RISK MANAGEMENT

It is important for the outturn position to be reported publicly for budgetary control purposes.

5. APPENDICES

Appendix 1 - Capital Programme 2011/12.

6. BACKGROUND PAPERS

Records held on CEDAR accounting system;
Spreadsheets maintained within Financial Services;
Various Council minutes approving the schemes within the Capital Programme.

AUTHOR OF REPORT

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CAPITAL PROGRAMME 2011/12

Appendix 1

Leisure

Job No.	Description	Budget	Actual	Variance	Comments
C0012	Abbey Stadium	7,274,250	7,131,758	-142,492	Works complete
C0055	South Street/Grove Street	18,000	17,649	-351	Small balance of grant remaining

Total Leisure & Tourism	7,292,250	7,149,407	-142,843
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Corporate Resources

Job No.	Description	Budget	Actual	Variance	Comments
C0202	IT Replacement Programme	62,000	56,668	-5,332	Complete
C0214	Benefits System	12,780	12,780	0	Complete
C0230	New Telephone System	90,000	90,000	0	Works complete
C0232	Election Software	12,300	12,253	-47	Complete
C1110	Public Buildings	309,480	290,109	-19,371	Ongoing scheme
C1120	Redevelopment of Church Hill	150,000	150,000	0	Complete
C1126	Crossgates Depot Improvements	80,000	70,899	-9,101	Complete

Total Well Managed Organisation	716,560	682,709	-33,851
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Housing

Job No.	Description	Budget	Actual	Variance	Comments
C0228	Strategic Hsg Research & Dev	50,000	29,425	-20,575	Balance c/fwd
C1201	Catch Up Rep-Bath Replacemts	634,700	620,736	-13,964	
C1202	Catch Up Rep-Kitchen Upgrades	1,952,800	1,938,457	-14,343	
C1203	Catch Up Repairs	772,900	758,266	-14,634	
C1204	Asbestos General	238,300	247,496	9,196	
C1205	Structural Repairs	247,000	196,429	-50,571	
C1206	General Roofing	170,300	163,287	-7,013	
C1207	Rewiring	631,700	627,634	-4,066	
C1209	Upgrade Of Ch Systems	706,600	671,339	-35,261	
C1210	Window Replacements	119,800	77,213	-42,587	
C1216	Roof Works - C/Hill & Wood	61,300	62,164	864	
C1222	Disabled Adaptations	673,500	572,085	-101,415	
C1239	Housing Stock Improvements	50,000	25,799	-24,201	
C1241	Solid Wall Insulation	300,000	6,191	-293,809	Balance c/fwd
C1242	Repairs to Sheltered Housing Stock	166,150	73,602	-92,548	Balance c/fwd
C1243	Winslow Close Heating	120,000	83,734	-36,266	Balance c/fwd
C1302	Improved Parking Scheme	261,300	271,106	9,806	Ongoing scheme
C2000	Home Repairs Grant(Over 60'S)	227,580	62,711	-164,869	Balance c/fwd
C2001	Disabled Facilities Grant	798,140	449,299	-348,841	Ongoing
C2301	Hmo Grants	75,070	35,626	-39,444	Balance c/fwd
C2302	Energy & Efficiency Installs	116,030	21,210	-94,820	Balance c/fwd
C2305	Micro Gen Tech	1,800	1,200	-600	Balance c/fwd

Total Housing	8,324,970	6,995,011	-1,379,959
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Community Safety

Job No.	Description	Budget	Actual	Variance	Comments
C1125	CCTV/LifeLine Ss	34,360	27,352	-7,008	Balance c/fwd

Total Community Safety	34,360	27,352	-7,008
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Environment & Transport

Job No.	Description	Budget	Actual	Variance	Comments
C0047	Land Drainage - Old Forge Drive	216,000	214,191	-1,809	Complete
C1124	Small Area Improvements	100,000	53,497	-46,503	Balance c/fwd
C2100	Vehicle Purchase - Cleansing	571,000	424,165	-146,835	Balance c/fwd
C2202	L'Scape Imp Programme	175,000	176,024	1,024	Ongoing scheme.
C2224	Oakenshaw Spinney	7,500	5,979	-1,521	Further phase to be completed
C2226	Oakenshaw Woods	7,250	2,078	-5,172	Further phase to be completed
C2227	Greenlands Pub Open Space	9,380	1,740	-7,640	Further phase to be completed
C2229	Wirehill Woods	11,895	1,375	-10,520	Further phase to be completed
C2235	Church Green Enhancements	15,000	14,268	-732	Complete
C2240	Contaminated Land	88,000	80,745	-7,255	Complete
C3343	Train Station Project	25,000	25,000	0	Complete

Total Environment & Transport	1,226,025	999,062	-226,963
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TOTAL	17,594,165	15,853,542	-1,790,623
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Work-in-progress

Job No.	Description	Budget	Actual	Balance	
C0231	Idox Uniform Software	22,350	5,588	-16,762	Ongoing project
C1113	Crematorium Extension	35,000	3,402	-31,598	Ongoing project
C2208	Town Centre Landscape Scheme	439,520	12,107	-427,413	Ongoing project
C2203	Recycling Project	90,020	210	-89,810	Ongoing project
C1218	Est Enhancement-Lodgepark	383,530	261,947	-121,583	Ongoing scheme
C1219	Est Enhancement-Woodrow	59,170	31,347	-27,823	Ongoing scheme
C1220	Est. Enhancement-Winyates	237,820	140,705	-97,115	Ongoing scheme
C2234	Drainage Works Cemetery	13,530	4,700	-8,830	Ongoing project
C1223	Security Door Entry Scheme	170,000	51,794	-118,206	Ongoing project

Total Work in Progress	1,450,940	511,800	-939,140
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Grand total	19,045,105	16,365,342	-1,829,920
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CONSOLIDATED REVENUE OUTTURN – FINANCIAL YEAR 2011/12

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 For Members to note the Council's overall financial outturn for the 2011/12 financial year.
- 1.2 The report shows the actual income and expenditure for 2011/12 financial year and compares this to the budget for General Fund Services and the Housing Revenue Account.

2. RECOMMENDATIONS

**The Committee is asked to RESOLVE that,
subject to Members' Comments, the report be noted.**

3. KEY ISSUES

- 3.1 The Budget monitoring Report has been presented to Members on a quarterly basis during 2011/12. This report presents a summary of the final financial position for the financial year.
- 3.2 The formal Statement of Accounts will be signed by the S151 officer by 30th June; following the annual audit these will then be approved by Members on 26th September.
- 3.3 During the financial year there have been quarterly financial reports presented to Executive and Overview and Scrutiny. In addition monthly reports are reviewed by individual managers and Heads of Service to ensure any areas of concern are addressed.

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3.4 The 2011/12 summary position for the General Fund is:

	Approved Budget 2011/12 £000	Actual 2011/12 £000	Variance £000
Chief Executive	136	15	(121)
Finance & Resources	2,027	1,739	(288)
Policy, Performance & Partnership	168	228	60
Leisure, Environmental & Community	7,561	7,370	(191)
Planning, Regeneration, Reg & Housing	1,743	1,509	(234)
Net Directorate Expenditure	11,635	10,861	(774)
Non Service Specific Expenditure			
Transfer to/(from) reserves/provisions	(348)	(7)	341
Prior Year Adjustment (VAT)	(231)	-	231
Superannuation	1,467	1,591	124
Financing costs	(51)	22	73
MRP	417	471	54
Net other Changes	(1,713)	(1,623)	90
Total General Fund Expenditure	11,176	11,315	139
Income from Grants and Local Taxation	(10,786)	(10,824)	(38)
Contribution From General Fund Balances	390	491	101

3.5 There is a significant underspend of £774,000 in relation to the general services revenue expenditure. This is due to a number of reasons to include:

- a) Underspends in staffing costs of £1.5 million. This is due to the number of posts held vacant whilst awaiting the shared service review to ensure redeployment opportunities are available.
- b) Credit from Housing Revenue Account in relation to subsidy limitation £271,000.
- c) Increases in subsidy re Housing Benefit £128,000.
- d) Additional surplus from Regulatory Shared Service £135,000.
- e) Renegotiated CCTV & Lifeline contract £31,000.

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- f) Additional income achieved by Palace Theatre £73,000.
- 3.6 The £774,000 includes a number of grants received that are due to be spent on projects in future years. These have been transferred to reserves. The grants relate to;
- A CCG Grant £156,000
 - B Homeless Grant £55,000
 - C DCLG Research and Development Grant £1,000
- 3.7 There are a number of non service specific budgets within the above table which have offset the underspend relating to the general services. The net effect of the 2011/12 financial position is an increase in the requirement from balances of £101k to fund the overspend to budget.
- 3.8 There are a number of reasons for the net overspend (additional requirement from balances). These include;
- a) An increase in superannuation costs payable from prior year restructures.
 - b) The shortfall in income of £231,000 that was expected to be received in relation to prior year VAT refunds. Officers are continuing to monitor this refund with the aim to receive in 2012/13.
 - c) Financing costs have increased by £73,000. This is due to an increase in the cost of borrowing short term funds.
- 3.9 There is an impact on the General Fund Revenue balances as a result of the increase in requirement for 2011/12.

General Fund Balance		
	£'000	£'000
Balance as at 1st April 2011	1,565	
Contribution from balances	(491)	
Balance as at 31st March 2012		1,074
Proposed use of balances 2012/13	(192)	
Estimated Balances 31st March 2013		882

The recommended level of balances is £750,000.

OVERVIEW AND SCRUTINY COMMITTEE

14th August 2012

Housing Revenue Account

3.10 2011/12 financial position resulted in an overspend of £100,787 against the approved budget of £304,000. This has reduced the HRA balances to £918,000.

3.11 The main variations are due to :

- a) Supervision & Management - Savings are from the Home Support Service following their restructure and salary saving on the Tenant Participation Team. (155,000)
- b) There was an increase in the cost of financing due to the arrangement fee for the PWLB loan, and an increase in the interest payments on borrowing. (102,000)
- c) Subsidy Limitation (paid to General Fund) this represents an amount of £146,413 for 2010/11 and £124,843 for 2011/12 which has to be paid to the General Fund when the average rent figure is higher than the Government set limit rent (budget £120,000). This will be rectified at the end of the rent restructuring period. (151,000)
- d) Housing Services commenced their transformation work in October 2011 and currently have 4 interventions underway these being, Repairs & Maintenance, Tenancy/Rent & Welfare, Housing Options and Equipment & Adaptations. The trials taking place have already demonstrated the improvement in the service delivery to the customer one example of this is that repairs are now being completed end to end time of 32.2 hours with an upper control limit of 158 hours in comparison to previous end to end times of 26 days with upper limit of 75 days.

To enable this work to have commenced we recruited the services of one of the Vanguard consultants whose expertise has shown officers how to work under the vanguard method, this has been invaluable as we now have officers who are providing services against our purpose which is realigned against the strategic purpose of the council. There is a cost to this however there will be longer term savings and customer satisfaction.

The Homes Support Service has been reviewed to ensure it operates in line with the changes made to the Supporting People contract which finances the service, savings have been made by not recruiting to posts when vacant, the service has just been awarded an "A" star rating from Supporting People for the service.

OVERVIEW AND SCRUTINY COMMITTEE

14th August 2012

Financial Implications

Impact on Medium Term Financial Plan

- 3.12 The additional requirement from balances for 2011/12 will reduce the level available for future funding but remains within the recommended level.

Legal Implications

- 3.13 There are no specific Legal Implications.

Service/Operational Implications

- 3.14 The Statement of Accounts for the year 2011/12 will be signed by the Section 151 Officer on 29th June 2012.
- 3.15 The Audit Commission will be commencing their formal examination of the accounts on 30th July 2012.

Customer / Equalities and Diversity Implications

- 3.16 The Council needs to regularly monitor budgets against actual expenditure; this is to ensure it maintains a well managed organisation. All budget holders have been consulted in this report.

4. RISK MANAGEMENT

There are no specific risks associated with the details included in this report.

5. APPENDICES

None

6. BACKGROUND PAPERS

Available from Financial Services Manager.

AUTHOR OF REPORT

Name: Sam Morgan
E Mail: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3790.

Portfolio Holder Annual Report

Portfolio: Corporate Management
Portfolio Holder: Councillor Phil Mould

Year: 2012/13

1. Executive Summary

1.1. Please provide a summary of services /areas covered within the remit of the Portfolio.

Customer Services

- Face to Face Customer Service Centre and One Stop Shops;
- Telephone Contact Centre;
- Cashiering facilities;
- Reception and Switchboard Services;
- Customer feedback; and
- Corporate Customer Service Strategy;

Electoral Services

- Combined elections on 5th May 2011 for Redditch Borough Council (ten wards), Feckenham Parish Council elections and National Referendum on Alternative Voting System at UK Parliamentary Elections
- Annual Canvass for Register of Electors published on 1 December 2011 achieved 94.4% response
- Preparation for the Police & Crime Commissioner Elections in November 2012
- Review of shared services team structure and change of Electoral Services Officer post to a career grade post to reinforce a robust professional team for the future

General

Shared Legal and Democratic Service operational from 1st April 2012

Democratic Services

- Provide support for Councillors in their day-to-day activities;
- arrange and support Council, Executive Committee, Overview and Scrutiny, Planning, Licensing and other formal and informal meetings;
- provide advice on decision-making processes to Councillors and members of the public;
- Co-ordinate and arrange Councillor development;
- Support and promote the role of Councillors.

Legal Services

- Legal and Monitoring officer support to members
- Legal advisors at council meetings
- Legal advice to all council departments/officers
- Representation in courts and tribunals
- Implementing new legislation affecting local government
- Training to members on governance issues

- Support to participation in partnerships.

Finance and Corporate Resources

The services provided by **Financial Services Section** include:

- Financial advice and guidance and a financial management service to both members and service managers
- An effective accounting service that allows the Council to meet its statutory responsibilities
- A Payments Service - the raising of Purchase Orders and payment of supplier invoices
- Insurances (mainstream covers plus Tenants Contents Insurance Scheme)
- A shared payroll service for both Redditch Borough Council, Bromsgrove District Council and Wyre Forest District Council employees
- Managing the council bank accounts, investing surplus funds and borrowing monies to meet cash flow and funding requirements (Treasury Management)
- Developing risk management throughout the Council
- Financial support to the Sure Start Programme
- Procurement advice and support
- Procurement of a corporate contracts for
 - Energy supplies (gas & electric)
 - Mobile phones
 - Group Life Policy

The services provided by the **Revenues Services Section** include:

- The billing and collection of council tax and non-domestic rates
- The provision of effective collection and recovery methods including bailiffs and referrals to insolvency practitioners
- Maintenance of the council tax and non-domestic rating data bases
- The billing and collection of miscellaneous income including commercial rents

The services provided by the **Benefits Services Section** include:

- The processing and payments of claims for Housing and Council Tax Benefit
- A verification service for the checking of all new claim to ensure correct payment
- A claims appeals service
- Welfare and home visits to those who require them
- An investigations team who deal with cases of suspected fraud
- A visiting service for inspecting vacant properties/premises

The service consisting of **Human Resources and Organisational Development Service**

- Professional Human Resource (HR) support and advice to officers and members on staffing matters
- Health & Safety support and advice
- Administration of the Job Evaluation Process
- Occupational Health support and advice
- Strategic and operational Organisational Development
- Liaison with Union representatives
- Support to Health, Safety and Wellbeing Committee

The services provided by the **Information Communication Technology (ICT) Service** include:

- ICT helpdesk and technical infrastructure support and design
- Website and Intranet support
- Information Management
- Data Protection and Freedom of Information Management
- Network management
- System development and design
- Geographic Information Systems
- Street Naming & Numbering
- Application and system support

The services provided by the **Internal Audit Service** hosted by Worcester City Council include:

- Review of systems and process with a view to providing assurance on internal controls
- Management of the National Fraud Initiative Reviews
- Special investigations including fraud
- Support to the Audit & Governance Committee

The services provided by **Property Services** hosted by Worcestershire County Council include:

- The repair and maintenance of all the Council's non-housing portfolio of properties
- Valuation service
- Risk management of void properties
- Property reviews
- Landlord role for commercial lettings
- Office-in-charge role for Town Hall
- Asset disposals
- Support to Development and Section 106 officer Group

2. Performance

2.1. Please detail areas of good performance over the past year.

Customer Services

The following table shows the numbers of customer enquiries dealt with by the Customer Service Team:

Face to face enquiries	72,785
Telephone enquiries	76,813
Email enquiries	3,270
Payments	118,576
Total customer contacts	271,444

In addition the team dealt with 106,988 calls through the switchboard.

Average Waiting times for customers have reduced during this year from:

Face to face – 12 minutes
Telephones – 3 minutes 4 seconds
in the 3rd Quarter of 2010/11

to

Face to Face – 3 minutes 35 seconds
Telephones – 1 minute 8 seconds
In the same quarter of 2011/12

The waiting times have remained relatively static since that time and we no longer report on the averages but monitor and manage the true wait times on a day by day basis. The recent installation of a queue management system is helping to ensure customers get to the right person at the right time effectively, and helps staff to monitor customer queues for the various specialist officers now working directly with customer within the customer service centre environment.

Customer services have supported transformation interventions in the following services:-

- Revenues;
- Benefits;
- Repairs and Maintenance; and
- Housing Options,

and now have 5 full time equivalent members of staff working within those intervention teams. Remaining Customer Service staff continue to provide access to the full range of council services but with the ability

to pass off to Benefits and Revenues enquiries to 'experts' who can help the customer more fully.

Customer Service Strategy Action Plan achievements include:

- Customer Focused Letter Writing training delivered for all staff.
- Development of various customer service training courses for managers.
- Increased recording of customer feedback.
- Delivered staff briefings for all staff on customer service issues, including dealing with complaints.
- Introduction of Key Customer Service Behaviours – setting out expectations of all staff in respect of customer care provision.
- Internal mystery shopping exercise carried out on the Revenues, Benefits and Planning services.
- Satisfaction Survey carried out via Redditch Matters.

Other achievements include:

- Implementation of shared management team.
- Reduction in overall budget, through shared service and transformation.

ICT Services

- Worcester Regulatory Services – built and designed a new website and trained authors to update the site content. Phase one launch by the end of August.
- Palace Theatre website designed and developed and authors trained to update content.
- Ongoing Redditch and Bromsgrove Council website development and maintenance. Improvements have been made on the Housing, Sure Start, Customer Services and Community and Living pages.
- Orb intranet development continues in line with transformation requests.
- Team awards for:
 - Team that goes the extra mile
 - Individual who goes the extra mile
 - Commended for Project Team Award
 - Highly Commended for Outstanding Supporting Service
- Improved the National Land and Property Gazetteer (NLPG) for RBC from below National Standard to Bronze standard.
- Have imported full mapping from Worcestershire County Council into the GIS system.
- Data sent for use in Worcestershire Blind Persons assistance software – first time this has been done.
- Successful integration of new Ordnance Survey Open Source mapping into LocalView

- Creation of Knowledge base items for use by helpdesk with Uniform and GIS
- Supplied integrated transport data and mapping for Waste Services route optimisation.
- Integrated LocalView datasets for both Councils and identified where improvements can be made.
- Set up mechanism to export LPG data into the Council Tax system.
- Business Transformation for the ICT Helpdesk successfully completed.
- New corporate data storage device installed.
- Elections system implemented across both Councils.
- Sunray infrastructure developed across both Councils.
- Chris 21 Human Resources system upgraded.
- New corporate print server installed to improve printing at both Councils and WRS.
- Remote desktop access system 'Secure Global Desktop' implemented
- Two hundred and fifty Sunray devices rolled out to replace some of the old PC desktop devices.
- Telephone system replaced at both Councils.
- Additional Virtual server infrastructure installed.
- Ensured the retention and disposal schedule is being rigorously applied to reduce physical and electronic space.
- Successfully implemented a 'system' in the corporate archive to ensure it is fit for purpose, i.e., an archive, not a store room.
- Provide guidance during system interventions on matters relating to information management or data protection.
- Improved Data Protection Training is now delivered in Team Meetings and is tailored to the services needs.
- Improved FOI response times by being proactive, rather than reactive:
 1. More information made available via the web.
 2. Regularly meet with departments to target right people first time.
 3. Developed an FOI knowledge base to share knowledge and experience between the team.

Legal and Democratic Services

- Successful support and delivery of combined elections and referendum in May 2012.
- Good response to annual canvass at 94.4%

Democratic Services

- Shared Democratic Services Manager in post from July 2012
- Constitution work largely completed – need now to focus on Scheme of Delegations update

- The Team have continued to ensure all meetings are arranged and supported during the development and implementation of a shared service;
- Supported the implementation of the Localism Act 2011.

Legal Services

- Progressing large scale voluntary registration of council property with the Land Registry. Commercial and open space completed, now working on residential areas.
- Supporting the Borough-wide review of blanket tree preservation orders by planning/landscape departments.
- Supporting front line departments through comprehensive transformational programme
- shared service agreements across north Worcestershire authorities for building control; land drainage;
- agreements to transfer management of the Arrow Valley countryside centre.
- Preparation for introduction of the Localism Act 2011 from November 2011 and supporting implement provisions as they become applicable across the client departments. There are major changes and new provisions affecting many council functions.

Finance and Corporate Resources

- Implementation of a payroll service from the 1st April 2011
- Preparation of a viable 30 year Business Plan for the HRA
- Implementation of Shared HR & OD Service between Redditch and Bromsgrove Councils delivering savings for both authorities
- Finalist for Outstanding Achievement in Procurement 2011 (SOPO Awards)
- Implementation a range of harmonised Human Resource Policies including Annual Leave, Travel and Subsistence and Reorganisation and Change
- Completion of the pre-consultation stage of the Job Evaluation Review process
- Systems Thinking introduced in both the Benefits and Revenues Services
- Same day 'face to face' assessment for benefits claims introduced. Potential for new claims and changes in circumstances to be processed in hours rather than days.
- Revenues Officers now processing changes to Council Tax and Non-domestic Rates accounts at point of contact. Changes can now be measured in minutes. The requirement for form filling has been minimised.
- Unqualified Statement of Accounts for 2010/11
- In excess of £2 million delivered in capital receipts from asset disposals

- Proposal developed for a Shared Finance Service with Bromsgrove District Council

Please detail any areas of concerning performance in the year.

Customer Services

Call handling - Significant peaks in phone calls are increasingly difficult to manage as we have less capacity within the Telephone Contact Centre. This has no impact on day to day basis but unexpected and unmanageable peaks in calls through bad weather or other such events do have a considerable impact on our ability to meet our aims in terms of service level.

IT or telephony issues - reduce our level of customer service and inconvenience customers. Customer Services Managers are working closely with ICT Managers to reduce the impact and minimise the risk of future problems.

Complaint handling - The percentage of complaints not responded to within the timeframe we aim for (15 working days) has increased. The actual number of complaints recorded has increased significantly and there is no trend to suggest that any one service is failing to deal with complaints appropriately. Those complaints that have taken longer to respond to are often complex cases and the delay is unavoidable. Customers are informed if the complaint is going to take longer to investigate than anticipated. The Head of Customer Service is working with other HOS and Managers to ensure that addressing complaints is a priority and that staff are equipped to deal with these appropriately and to a high standard.

ICT Services

The replacement of the telephony system at both Councils was more complex than anticipated and has resulted in some downtime which has affected other services. Many of the issues have now been resolved. Outstanding issues are being resolved as quickly as possible to minimise disruption to services.

The transformation and subsequent redesign of the ICT Helpdesk has highlighted a number of capacity issues within the ICT Service. As demand from transforming services increases the existing ICT resources are not able to deliver solutions as quickly as the customer needs. There is potential for this to severely restrict transformation in some other services. This issue has been highlighted at Programme Board and additional resources are being sought.

Democratic Services

The Scheme of Delegations was due to be reviewed in time for the Annual meeting in May 2012 but had not been completed. This work has been taken up following the arrival of the new Democratic Services Manager and will be brought to the Council for consideration shortly.

Legal Services

Implementing the new shared service meant that we had to recruit to lawyer posts, which has been successfully achieved.

Finance and Corporate Resources

A number of issues prevented the delivery of the agreed progress with the implementation of the HR21 module (kiosk) of the integrated HR/Payroll system.

Ongoing negotiations with UNISON have delayed the implementation of the Job Evaluation Review.

Recruitment issues have delayed the re-introduction of an in-house Occupational Health Service. The service has continued to be made available via external support.

3. The Year Ahead

3.1 Please detail the Portfolio Holder's main areas of focus in 2012/13.

Customer Services

- Relocation of Woodrow One Stop Shop
- Implementation of new Contact Centre telephony system
- Improvements to the process for dealing with complaints.
- Implementation of new cash receipting software in conjunction with colleagues in Finance.
- Further mystery shopper exercises.
- Developing customer feedback mechanisms to include an online survey.
- Improve the use of space in the public areas of the Town Hall to provide more interview and 'quiet space' facilities for staff to see customers.

ICT Services

- Corporate network redesign and configuration.
- Implementation of an additional telephony module to provide contact centre functionality.
- Implementation of a single cash receipting system.
- Implementation of Electronic Document Management for Planning and Benefits services.

- Data cleansing and single data store for Planning and Environmental services GIS and CAD systems.
- Continuing rollout of Sunray devices.
- Design and development of data systems for Housing, Environmental Services and Planning as a result of transformation.
- Continuing transformation of ICT Services to include Information Management, DPA and FOI.
- Complete Leisure Services website rebuild.
- Implement MS Office 2010 across both Councils.

Electoral Services

- Redditch Borough Council Elections on 3 May 2013 in nine wards
- Presentation on Shared Services at national seminar of electoral administrators
- Police & Crime Commissioner Elections on 15 November 2012 and based on alternative vote system with a central count in Shropshire as lead for West Mercia Police Area
- Annual canvass for register of electors to be brought forward to summer 2012 and published on 16 October 2012 for use at the PCC elections in November
- Five year review of absent voters in January 2013

Democratic Services

- With the Member Support Steering Group, review of the induction process for Councillors following the 2012 elections.
- Progress the transformation work for the processes associated with meetings (“the life of a report”) whilst continuing to ensure decisions are made having considered sound information and in a transparent and accountable way.
- Continue to develop effective working arrangements within the shared service.

Legal Services

- Continued implementation of the provisions of the Localism Act 2011 as they continue to come into force and supporting council departments affected.
- Consolidating the legal services team and services to work effectively and efficiently within the new service.
- Complete the voluntary land registration project.
- Continue support for council participation in partnerships.

Finance and Corporate Resources

- Localisation of Council Tax Benefit from April 2013
- Implications for the authority and residents of the Welfare Reform
- The choices concerned with the pooling of retained business rates receipts
- Progress with the implementation of the Job Evaluation Review

- Implications arising from the Finance Settlement alongside existing budget issues
- The role of the Council in the Community Right to Buy arising from the Localism Bill

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
31st May 2012 1	Members requested a briefing at a forthcoming meeting of the Committee on the subject of taxi vehicles' road worthiness with a view to identifying whether aspects of this subject would be a suitable topic for a scrutiny review.	A briefing note is due to be completed on this subject and will be circulated for Members consideration shortly. TO BE COMPLETED
19th June 2012 2	Officers were asked to provide example copies of the paperwork provided to employers and pupils by the Worcestershire Education Business Partnership (EBP).	The information is due to be provided in the early autumn. Lead Officer, North Worcestershire Regeneration Manager. TO BE COMPLETED
19th June 2012 3	Officers were asked to clarify the number of local organisations registered with the Worcestershire EBP.	The information is due to be provided in the early autumn. Lead Officer, North Worcestershire Regeneration Manager. TO BE COMPLETED
17th July 2012 4	Members requested information on the number of empty properties in Redditch.	COMPLETED (Information circulated via email on 24 July)
17th July 2012 5	Members requested further clarification in relation to performance information that had been provided on the subject of the number of people using the Dial a Ride Service.	COMPLETED (Information circulated via email on 6 August)

17th July 2012 6	Members requested further information about the Disposal of Salop Road Community Centre, scheduled on the Forward Plan for consideration by the Executive Committee on 18th September.	A briefing note is due to be completed on this subject and will be circulated for Members consideration shortly. TO BE COMPLETED
17th July 2012 7	Members requested an update on the Council's bid for the second round of Mary Portas funding for town centre improvement.	COMPLETED (Information circulated via email on 19 July)



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Executive

Committee

24th July 2012

MINUTES

Present:

Councillor Bill Hartnett (Chair), and Councillors Rebecca Blake, Michael Braley, Carole Gandy, Phil Mould, Mark Shurmer, Luke Stephens and Debbie Taylor

Also Present:

Councillor Greg Chance

Officers:

K Dicks, C Flanagan, S Jones, S Morgan, S Mould, C Walker, A de Warr

Committee Services Officer:

D Sunman

28. APOLOGIES

Apologies for absence were received on behalf of Councillor Chance.

The Chair introduced and welcomed Sheena Jones, Democratic Services Manager to her first meeting of the Committee.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. LEADER'S ANNOUNCEMENTS

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

- Concessionary Rents Policy

.....
Chair

Executive Committee

24th July 2012

He also advised that he had accepted the following matter as Urgent Business:

- Consolidated Revenue Outturn – Financial Year 2011/12 - Not on the Forward Plan for this meeting.

31. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 26th June 2012 be confirmed as a correct record and signed by the Chair.

32. CONSOLIDATED REVENUE OUTTURN - FINANCIAL YEAR 2011/12

The Committee received a report on the Council's overall revenue outturn for the 2011/12 financial year, which showed the actual income and expenditure for the year compared to the budget for General Fund Services and the Housing Revenue Account.

Officers reported that the net effect of the 2011/12 financial position had required an increase in the requirement from balances of £101k to fund the overspend to budget.

Members were informed that the reasons for the net overspend (additional requirement from balances) included:

- a) increase in superannuation costs payable from previous year restructures;
- b) shortfall in income of £231k that had been expected to be received in relation to prior year VAT refunds. Officers continue to monitor this refund with the aim to receive it in 2012/13; and
- c) financing costs had increased by £73K. This was due to an increase in the cost of borrowing short term funds.

Officers reported that the impact on the General Fund Revenue balances as a result of the increase in requirement for 2011/12 were as follows:

General Fund Balance		
	£'000	£'000
Balance as at 1 st April 2011	1,565	
Contribution from balances	(491)	
Balance as at 31 st March 2012		1,074
Proposed use of balances 2012/13	(192)	
Estimated Balances 31 st March 2013		882

Recommended level of balance of £750K.

Members noted the extra income that had been generated by targeted marketing at the Palace Theatre.

RESOLVED that

the report be noted.

33. CAPITAL PROGRAMME OUTTURN 2011/12

Members considered the Capital Programme Outturn 2011/12 which reported the actual expenditure and funding of the capital programme for 2011/12.

Officers reported that the figures included in the report would be subject to examination by the Audit Commission as part of the final accounts audit.

Officers reported that demand had dropped but were asked to clarify and notify Members regarding underspends outlined in Appendix 1 of the report for the following:

- C1241 Solid Wall Insulation
- C2000 Home Repairs Grant (Over 60's)
- C2001 Disabled Facilities Grant
- C2302 Energy & Efficiency Installs

In reply to a Member's query, Officers outlined the differences regarding the following schemes but confirmed that any repayments received would go back into the same funding streams.

- C1222 Disabled Adaptations
- C2001 Disabled Facilities Grant

Executive

Committee

24th July 2012

RESOLVED that

the report be noted.

34. POLLING STATIONS - 'MINI-REVIEW' 2012

The Committee received a report which sought approval for amendments to Polling Station arrangements for Elections / Referenda / Polls which would take place from November 2012 onwards.

Officers confirmed that extensive consultation had been carried out which had included Ward Councillors for both Redditch Borough Council and Worcestershire County Council.

RESOLVE that

- 1) the following changes be made to existing Polling Stations, with immediate effect;**
 - a) in respect of Ipsley Youth House (Smallwood Polling District CEB), the new Polling Station be a portable building to be located on the Council Car Park adjacent to the present premises;**
 - b) in respect of the Methodist Church Schoolroom (Highfields Polling District HOB) that this premises is used for the Police and Crime Commissioner elections and any bi-elections held in 2012 and that from 2013 the new Polling Station be a portable building to be located on the Headless Cross central Car Park off 'the Green';and**
- 2) the Polling District changes attached to this report be made to Vaynor Polling District (HOA) and Highfields Polling District (HOB) in the Headless Cross and Oakenshaw |Ward, with effect from the next revised Register of Electors.**

35. SUBSTANCE MISUSE AT WORK POLICY

Members considered a report which sought approval of a Substance Misuse at Work policy that had been developed and provisionally agreed by the Corporate Management Team and Trade Union representatives.

RESOLVED that

the Substance Misuse (Drugs, Alcohol and Other Substances) at Work Policy, attached at Appendix 1 of the report, be approved and adopted.

36. PAY AND DISPLAY CAR PARKS

The Committee received a report regarding the Pay and Display Car Parks at the Town Hall and Trescott Road.

Officers reported that the Council currently charges for weekend parking at the Town Hall and Trescott Road via Pay and Display Machines. The enforcement of the parking charges is carried out, on behalf of the Council, by Wychavon District Council.

Members were informed that the actual income from the two sites had not, and was unlikely to; meet the income targets that were suggested initially by external consultants who had been engaged to advise on the provision and charging for car park facilities.

Officers reported that Wychavon District Council had intimated that they would be interested in purchasing two of the Pay and Display machines.

RECOMMENDED 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.**

37. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meetings of the Overview and Scrutiny Committees held on 19th and 25th June 2012.

Members noted that there were no outstanding recommendations to consider.

Executive

Committee

24th July 2012

RESOLVED that

the minutes of the meetings of the Overview and Scrutiny Committees held on 19th and 25th June 2012 be received and noted.

38. WORCESTERSHIRE SHARED SERVICE JOINT COMMITTEE - MINUTES

The Committee received the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 28th June 2012.

RESOLVED that

the minutes be noted.

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

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

40. ADVISORY PANELS - UPDATE REPORT

The most recent report on the activity of the Council's Advisory Panels and similar bodies was received by the Committee. It was noted that a meeting of the Member Support Steering Group had taken place on 23rd July 2012.

41. ACTION MONITORING

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

42. EXCLUSION OF THE PUBLIC

RESOLVED that

under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Item 16 – Co-Location of One Stop Shop and Woodrow Library

Executive

Committee

24th July 2012

43. CO-LOCATION OF ONE STOP SHOP AND WOODROW LIBRARY

The Committee received a report on the subject of the Co-location of the One Stop Shop at Woodrow Library.

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

The Meeting commenced at 7.00 pm
and closed at 8.00 pm

.....
Chair

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

Document is Restricted

EXECUTIVE COMMITTEE LEADER'S

FORWARD PLAN

1st August 2012 to 30th November 2012

(published as at 16th July 2012)

This Plan gives details of items on which key decisions are likely to be taken in the coming four months by the Borough Council's Executive Committee.

(NB: There may be occasions when the Executive Committee may make recommendations to Council for a final decision.
e.g. to approve a new policy or variation to the approved budget.)



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This Plan gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months.

“Key Decisions” are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or**
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;**
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).**

The Forward Plan is available for inspection free of charge at the Town Hall, Walter Stranz Square, Redditch, B98 8AH from: 9am to 5pm Mondays to Fridays; or on the Council's website (www.redditchbc.gov.uk).

If you wish, you can see or obtain copies of any documents, detailed in the plan, provided they are not confidential, and be kept informed of any additional supporting documents as they become available. You can also arrange to have copies of additional supporting documents. Please ask the Town Hall receptionist to call one of the Committee Services Team on ext: 3269. There is a charge per side of A4. If you wish to make any representations they should be made in writing addressed to the Officer whose name is given as the contact for the relevant item.

The Executive Committee's meetings are normally held every three weeks at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Committee Services Team on (01527) 64252, ext: 3269 to make sure it is going ahead as planned. If you have any other queries, Committee Services Officers will be happy to advise you.

The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Bill Hartnett
Councillor G Chance
Councillor Phil Mould
Councillor Rebecca Blake
Councillor Mark Shurmer
Councillor Debbie Taylor
Councillor Luke Stephens
Councillor Michael Braley
Councillor Carole Gandy

Leader of the Council and Portfolio Holder for Community Leadership & Partnership
Deputy Leader and Portfolio Holder for Planning, Regeneration, Economic Development, Public Transport
Portfolio Holder for Corporate Management
Portfolio Holder for Community Safety & Regulatory Services
Portfolio Holder for Housing
Portfolio Holder for Local Environment & Health
Portfolio Holder for Leisure & Tourism

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person / organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: democratic@bromsgroveandredditch.gov.uk

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Executive	21 Aug 2012		Adverse Weather Policy - Review	Non-Key	Councillor Phil Mould	
2	Executive	21 Aug 2012		Budget Preparation Guidelines	Key	Councillor Phil Mould	
3	Executive	21 Aug 2012		Quarterly Budget Monitoring - Quarter 1 - April to June 2012	Non-Key	Councillor Phil Mould	
4	Executive	21 Aug 2012		Quarterly Monitoring - Write Off of Debts - Quarter 1 - April to June 2012	Non-Key	Councillor Phil Mould	
5	Executive	21 Aug 2012		Quarterly Sickness Monitoring - Quarter 1 - April to June 2012	Non-Key	Councillor Phil Mould	
6	Executive	21 Aug 2012		Quarterly Customer Service Monitoring - Quarter 1 - April to June 2012	Non-Key	Councillor Phil Mould	
7	Executive	18 Sep 2012		Disposal of Salop Road Community Centre	Key	Councillor Phil Mould	

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
8	Council	15 Oct 2012	13 Mar 2012	Tenancy Strategy and Policy 2012 - 2014	Key	Councillor Mark Shurmer	*Executive Committee will make recommendations to Council following its meeting on 18 Sep 2012
9	Executive	18 Sep 2012	24 Jul 2012	Sickness Policy - Review	Non-Key	Councillor Phil Mould	
10	Executive	18 Sep 2012	3 Apr 2012	Concessionary Rents Policy	Key	Councillor Phil Mould	
11	Executive	16 Oct 2012		Grants Programme - 2013/14	Key	Councillor Bill Hartnett	
12	Executive	16 Oct 2012		Concessionary Fares - Pre 9.30am	Key	Councillor Greg Chance	
13	Executive	20 Nov 2012		Quarterly Budget Monitoring - Quarter 2 - July to September 2012	Non-Key	Councillor Phil Mould	
14	Executive	20 Nov 2012	18 Dec 2012	Quarterly Monitoring - Write Off of Debts - Quarter 2 - July to September 2012	Non-Key	Councillor Phil Mould	

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
15	Executive	20 Nov 2012		Quarterly Sickness Monitoring - Quarter 2 - July to September 2012	Non-Key	Councillor Phil Mould	
16	Executive	20 Nov 2012		Quarterly Customer Service Monitoring - Quarter 2 - July to November 2012	Non-Key	Councillor Phil Mould	
17	Executive	15 Jan 2013		Council Tax Base 2013/14	Key	Councillor Phil Mould	
18	Executive	15 Jan 2013		Fees and Charges 2013/14	Key	Councillor Phil Mould	
19	Executive		21 Feb 2012	Highway Impact and Accessibility Modelling Report - Worcestershire County Council (Halcrow) May 2011	Non-Key	Councillor Greg Chance	New date to be identified
20	Council		17 Oct 2011	Housing Allocations Policy - Review	Key	Councillor Mark Shurmer	New date to be identified

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
21	Council		12 Jan 2011	Town Centre Landscape Improvements (including Church Green)	Key	Councillor Greg Chance	New date to be identified

KEY DECISION

Proposed to be made by the Executive on 21 Aug 2012

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Phil Mould</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR J Pickering - Exec Director (Finance and Corporate Resources)</p>	<p>Budget Preparation Guidelines</p> <p>SUMMARY To set guidelines for the preparation of the 2013/14 budget and receive the Initial Estimates for 2014/15 and 2015/16.</p>	<p>All Wards;</p> <p>REASONS FOR BEING ON THE FORWARD PLAN</p>
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on **18 Sep 2012**

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Phil Mould</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR T Kristunas, Head of Finance and Resources</p>	<p>SUMMARY</p> <p>To seek approval for the disposal of Salop Road Community Centre.</p> <p>[The report may contain exempt information as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as they may contain information relating to</p> <ul style="list-style-type: none"> • The financial or business affairs of any particular person (including the authority holding that information; and <p>In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p>	<p>(Central Ward);</p> <p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>To gain approval for disposal of Salop Road Community Centre</p>

CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
DECISIONS TO BE MADE IN PARTNERSHIP WITH		

Item No. 8

KEY DECISION

Proposed to be made by the Executive **18 Sep 2012**

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Mark Shurmer</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Joint report of the Head of Community Services and Head of Housing</p> <p>REPORT AUTHOR M Bough Housing Policy and Performance Manager</p>	<p>Tenancy Strategy and Policy 2012 - 2014</p> <p>SUMMARY The report will present a Tenancy Strategy and Policy which sets out the considerations for individual social landlords to have regard to in their own policies on the granting and re-issuing of tenancies relating to;</p> <ul style="list-style-type: none"> • The kinds of tenancies that they grant; • The circumstances in which they will grant a tenancy of a particular kind; • Where they grant tenancies for a fixed term, the length of the term; • The circumstances in which they will grant a further tenancy on the ending of the existing one. 	<p>All Wards;</p> <p>REASONS FOR BEING ON THE FORWARD PLAN The Council is required by the Localism Act 2011 to implement a Tenancy Strategy</p>

CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
Consultation Events	Stakeholders District Councils Registered Local Landlords Adult and Community Services Voluntary and Community Sector	Ongoing since December 2009

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

KEY DECISION

Proposed to be made by the Executive on **18 Sep 2012**

<p>LEAD MEMBER / PORTFOLIO HOLDER Councillor Phil Mould</p>	<p>ITEM Concessionary Rents Policy</p>	<p>WARDS AFFECTED (No Specific Ward Relevance);</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR T Kristunas, Head of Finance and Resources</p>	<p>SUMMARY To consider a policy regarding granting concessionary rents in respect of the Council's commercial property portfolio.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p>
<p>CONSULTATION DETAILS</p>	<p>Method of Consultation Relevant Officers and representatives from the Voluntary Sector.</p>	<p>Consultation Period or Dates February / March 2012</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on 16 Oct 2012

<p>LEAD MEMBER / PORTFOLIO HOLDER Councillor Bill Hartnett</p>	<p>ITEM Grants Programme - 2013/14</p>	<p>WARDS AFFECTED All Wards;</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Community Services</p> <p>REPORT AUTHOR D Hancox Voluntary Sector Grants Co-ordinator</p>	<p>SUMMARY Redditch Borough Council's Grants Programme 2013/14 fund is set at £246,000 to support Local Voluntary and Community Sector Organisations. The report is before the Executive Committee for recommendation / approval in setting the funding split and themes for the 2013/14 Grants Programme.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN To approve recommended funding allocations for Redditch Borough Council's Grants Programme 2013/14</p>
<p>CONSULTATION DETAILS Grants Panel</p>	<p>Method of Consultation Head of Service, Local Community Groups, Portfolio Holders. Feedback from Heads of Service and others.</p>	<p>Consultation Period or Dates July 2012</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

KEY DECISION

Proposed to be made by the Executive on 16 Oct 2012

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Greg Chance</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Community Services</p> <p>REPORT AUTHOR J Willis Acting Head of Community Services</p>	<p>SUMMARY To consider a report on the provisions of the Localism Act 2011 to enable the implementation of the pre 9.30am concessionary fares to the residents of Redditch.</p>	<p>All Wards;</p> <p>REASONS FOR BEING ON THE FORWARD PLAN To authorise expenditure</p>
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on 15 Jan 2013

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Phil Mould</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR T Kristunas Head of Resources</p>	<p>Council Tax Base 2013/14</p> <p>SUMMARY To consider a report regarding the setting of the Council Tax Base for 2013/14.</p>	<p>All Wards;</p> <p>REASONS FOR BEING ON THE FORWARD PLAN</p>
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on 15 Jan 2013

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
Councillor Phil Mould	Fees and Charges 2013/14	All Wards;
DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources REPORT AUTHOR T Kristunas, Head of Finance and Resources	SUMMARY To consider the proposed fees and charges for 2013/14 for the Council's chargeable services.	REASONS FOR BEING ON THE FORWARD PLAN
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
DECISIONS TO BE MADE IN PARTNERSHIP WITH		

KEY DECISION

Proposed to be made by the Executive (date to be identified)

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
Councillor Mark Shurmer	Housing Allocations Policy - Review	(No Specific Ward Relevance);
DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER None. REPORT AUTHOR L Tompkin, Head of Housing	SUMMARY To consider a review of the Housing Allocations Policy.	REASONS FOR BEING ON THE FORWARD PLAN
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
DECISIONS TO BE MADE IN PARTNERSHIP WITH		

KEY DECISION

Proposed to be made by the Executive (date to be identified)

<p>LEAD MEMBER / PORTFOLIO HOLDER</p> <p>Councillor Greg Chance</p>	<p>ITEM</p> <p>Town Centre Landscape Improvements (including Church Green)</p>	<p>WARDS AFFECTED</p> <p>(Abbey Ward);</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Background Papers: none specified</p> <p>REPORT AUTHOR</p> <p>C Walker, L Hadley Landscape and Countryside Services Manager, Planning Officer</p>	<p>SUMMARY</p> <p>To consider a report detailing proposed options for Town Centre Landscape Improvements (including Church Green).</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p>
<p>CONSULTATION DETAILS</p>	<p>Method of Consultation</p> <p>Relevant Officers.</p>	<p>Consultation Period or Dates</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH



Overview and Scrutiny

No Direct Ward Relevance

Committee

14th August 2012

WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task Groups / Short, Sharp Review Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Annual Update on the Implementation of the Civil Parking Enforcement Scheme	Chief Executive Chief Executive Relevant Lead Heads of Service

Overview and Scrutiny

Committee

14th August 2012

	<p>REGULAR ITEMS</p> <p>Update on fly tipping and progress with the Worth It campaign</p> <p>Update on the work of the Crime and Disorder Scrutiny Panel.</p> <p>Updates on the work of the Worcestershire Health Overview and Scrutiny Committee</p> <p>Petitions (as and when received)</p> <p>Bi-Annual Recommendation Tracker Reports – Scrutiny Committee</p> <p>Bi-Annual Monitoring Report – Redditch Sustainable Community Strategy</p>	<p>Relevant Lead Head(s) of Service</p> <p>Chair of the Crime and Disorder Scrutiny Panel</p> <p>Redditch Borough Council representative on the Health Overview and Scrutiny Committee</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p>
OTHER ITEMS - DATE FIXED		
14th August 2012	Access for Disabled People Task Group – Final Report	Councillors Fry and Mason
14th August 2012	Capital Outturn Report 2011/12	Relevant Lead Head of Service
14th August 2012	Portfolio Holder Annual Report – Written Report – Corporate Management Portfolio	Relevant Lead Head of Service
14th August 2012	Revenue Outturn Report 2011/12	Relevant Lead Head of Service

Overview and Scrutiny

Committee

14th August 2012

14th August 2012	Youth Employed by Redditch Borough Council – Update Report	Relevant Lead Heads of Service
11th Sept 2012	Concessionary Rents – Pre-Decision Scrutiny, Short-Sharp Review	Relevant Lead Head of Service
11th Sept 2012	Increasing Rates of Recycling – Monitoring Update Report	Relevant Lead Head of Service
11th Sept 2012	Portfolio Holder Annual Report – Corporate Management	Councillor Mould
11th Sept 2012	Portfolio Holder Annual Report – Written Report – Planning, Regeneration, Economic Development and Transport	Relevant Lead Heads of Service
11th Sept 2012	Sickness Policy – Pre-Scrutiny, Short Sharp Review	Relevant Lead Heads of Service
11th Sept 2012	Transportation for Young People – Dial a Ride – Feasibility Report	Relevant Lead Head of Service
25th Sept 2012	Overview and Scrutiny Training	
9th Oct 2012	Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Transport Portfolio	Councillor Chance
9th Oct 2012	Portfolio Holder Annual Report – Written Report – Local Environment and Health	Relevant Lead Heads of Service

Overview and Scrutiny

Committee

14th August 2012

9th Oct 2012	Quarterly Budget Monitoring – Quarter 1 – April – June 2012	Relevant Lead Head of Service
9th Oct 2012	Quarterly Performance Monitoring – Quarter 1 – April – June 2012	Relevant Lead Head of Service
6th Nov 2012	Portfolio Holder Annual Report – Local Environment and Health	Councillor Debbie Taylor
6th Nov 2012	Portfolio Holder Annual Report – Written Report – Community Safety and Regulatory Services	Relevant Lead Heads of Service
6th Nov 2012	Redditch Sustainable Community Strategy – Monitoring Update Report	Relevant Lead Heads of Service
11th Dec 2012	Update Report – Promoting Redditch Task and Finish Group	Relevant Lead Heads of Service
11th Dec 2012	Anti-Social Behaviour Task and Finish Group - Monitoring Update Report	Relevant Lead Heads of Service
11th Dec 2012	Portfolio Holder Annual Report – Community Safety and Regulatory Services	Councillor Blake
11th Dec 2012	Portfolio Holder Annual Report – Written Report – Leisure and Tourism	Relevant Lead Heads of Service
8th Jan 2013	Fees and Charges 2013/14 – Pre-Scrutiny	Relevant Lead Heads of Service

Overview and Scrutiny

Committee

14th August 2012

8th Jan 2013	Market Scrutiny Task Group – Final Report	Councillor Brazier
8th Jan 2013	Overview and Scrutiny Recommendation Tracker – Mid-Year Report	Relevant Lead Heads of Service
8th Jan 2013	Portfolio Holder Annual Report – Leisure and Tourism	Councillor Stephens
8th Jan 2013	Portfolio Holder Annual Report – Written Report – Housing	Relevant Lead Heads of Service
5th Feb 2013	Portfolio Holder Annual Report – Housing	Councillor Shurmer
5th Feb 2013	Portfolio Holder Annual Report – Written Report – Community Leadership and Partnership	Relevant Lead Heads of Service
5th March 2013	Portfolio Holder Annual Report – Community Leadership and Partnership	Councillor Hartnett
5th March 2013	Draft Overview and Scrutiny Annual Report	Councillor Brunner
2nd April 2013	Youth Services Provision Task Group – Monitoring Update Report	Relevant Lead Head of Service
May 2013	Promoting Sporting Participation – Monitoring Update Report	Relevant Lead Head of Service

Overview and Scrutiny

Committee

14th August 2012

OTHER ITEMS – DATE NOT FIXED		
	Equalities and Diversity – Submission of a Scoping Document	Councillor Fry
	Housing Allocations Policy Review – Pre-Scrutiny	Relevant Lead Head of Service
	Regeneration in the Town - Submission of a Scoping Document	Councillor Bush
	Tree Maintenance – Submission of a Scoping Document	Councillor Fisher