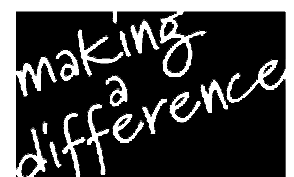


Overview and Scrutiny Committee

Tuesday, 11th
September, 2012
6.30 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Jess Bayley or 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, 11th September, 2012

6.30 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

<p>1. Apologies and named substitutes</p>	<p>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.</p>
<p>2. Declarations of interest and of Party Whip</p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p>3. Minutes (Pages 1 - 10)</p>	<p>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);</p>
<p>4. Portfolio Holder Annual Report - Portfolio Holder for Corporate Management, Councillor Phil Mould (Pages 11 - 14) Councillor Phil Mould</p>	<p>To receive the Portfolio Holder Annual Report from the Portfolio Holder for Corporate Management, Councillor Phil Mould. (Questions attached verbal report to follow). (No Specific Ward Relevance);</p>
<p>5. Sickness Policy Pre-Decision Scrutiny and Short, Sharp Review M Stanley Acting Human Resources and Development Manager Councillor John Fisher and Councillor Pat Witherspoon</p>	<p>To receive the Sickness Policy for pre-decision scrutiny and to determine what recommendations, if any, to make on the subject. The following reports will be considered for this item during the meeting:</p> <ul style="list-style-type: none"> • Sickness Absence Policy Review; and • Sickness Policy Short, Sharp Review – Final Report <p>(Reports to follow). (No Specific Ward Relevance);</p>

Overview and Scrutiny

Committee

Tuesday, 11th September, 2012

<p>6. Concessionary Rents - Pre-Decision Scrutiny</p> <p>T Kristunas, Head of Finance and Resources</p> <p>Councillor Andrew Brazier and Councillor Juliet Brunner</p>	<p>To consider a report on the subject of concessionary rents and to determine what recommendations, if any, to make on the subject to the Executive Committee.</p> <p>The following reports are attached for the Committee's consideration:</p> <ul style="list-style-type: none">• Policy For Leases Of Council Land & Property At A Concessionary Rent; and• Concessionary Rents short, Sharp Review – Final Report. <p>(Report and presentation to follow).</p> <p>(No Specific Ward Relevance);</p>
<p>7. Portfolio Holder Annual Report - Written Report - Planning, Regeneration, Economic Development and Transport Portfolio</p> <p>(Pages 15 - 24)</p> <p>R Bamford - Head of Planning and Regeneration</p>	<p>To consider the content of a report detailing the performance of services within the remit of the Planning, Regeneration, Economic Development and Transport portfolio and to propose questions for the consideration of the Portfolio Holder.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance);</p>
<p>8. Actions List</p> <p>(Pages 25 - 26)</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>9. Executive Committee Minutes and Scrutiny of the Forward Plan</p> <p>(Pages 27 - 62)</p>	<p>To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Forward Plan are suitable for scrutiny.</p> <p>(Minutes attached).</p> <p>(No Specific Ward Relevance);</p>
<p>10. 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

Tuesday, 11th September, 2012

<p>11. Task and Finish Groups - Progress Reports</p> <p>Councillor Gay Hopkins, Councillor Andrew Brazier</p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ul style="list-style-type: none">a) Arts and Cultural Centre – Chair, Councillor Gay Hopkins; andb) Redditch Market – Chair, Councillor Andrew Brazier. <p>(Oral reports)</p> <p>(No Specific Ward Relevance);</p>
<p>12. Health Overview and Scrutiny Committee</p> <p>Councillor Pat Witherspoon</p>	<p>To receive a verbal update on the recent work of the Worcestershire Health Overview and Scrutiny Committee.</p> <p>(Verbal report)</p> <p>(No Specific Ward Relevance);</p>
<p>13. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>(No Specific Ward Relevance);</p>
<p>14. Work Programme</p> <p>(Pages 63 - 68)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>

Overview and Scrutiny

Committee

Tuesday, 11th September, 2012

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 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’.

(No Specific Ward Relevance);



Overview and Scrutiny Committee

Tuesday, 14th August, 2012

MINUTES

Present:

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

Also Present:

Councillors Alan Mason and Yvonne Smith

Officers:

L Hadley, T Kristunas, D Poole, J Staniland, A Scarce, M Stanley, A de Warr and M Wright

Democratic Services Officers:

J Bayley and M Craggs

47. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

48. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

49. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on Tuesday 17th July be approved as a true and correct record of the meeting and signed by the Chair.

50. ACCESS FOR DISABLED PEOPLE TASK GROUP - FINAL REPORT

On behalf of the review group, Councillors Andrew Fry and Alan Mason provided the Committee with a presentation which summarised the additional work that had been undertaken since

.....
Chair

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

initial report on the subject was considered by Members on 17th April 2012.

Members and Officers raised a number of points about the content of the review.

Parking in the Former Covered Market Area:

Concern was expressed that there was a potential for pedestrian and vehicle conflict if the former covered market area was used for disabled parking and as a collection and delivery point by Dial-a-Ride vehicles.

To minimise the risks to pedestrians the group had suggested that Fountain's Passage could be closed. However, the Committee was advised that Fountain's Passage was used by staff in the Kingfisher Centre as a fire exit route. Closure of Fountain's Passage could, therefore, potentially create a fire safety hazard.

Members noted that there was the potential to develop commercial operations in the former covered market area, which was designated in existing planning policies for retail development. As part of this process it was noted that a portion of the £100,000 allocated by the Department for Communities and Local Government (DCLG) to the Redditch Town Centre Partnership could be used to support small business initiatives.

The group had considered the proposal and potential barriers in detail. However, Members were advised that additional consultation with representatives of the Fire Authority and local businesses would be useful prior to any decision being taken on the matter. Members therefore concluded that further review work should be undertaken on this subject by Officers.

Collection and Delivery Points – Dial a Ride

Members expressed concern that Dial-a-Ride vehicles were not permitted to stop in disabled parking bays unless a Blue Badge could be displayed at the front of the vehicle. The general purpose of Dial-a-Ride vehicles, it was suggested, in terms of providing a service for people with mobility problems should be sufficient for a short stay car parking permit. However, Officers explained that a consistent approach had to be applied to the application of the parking rules in areas subject to the civil parking enforcement scheme and unfortunately Dial a Ride vehicles were not considered to be eligible.

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

Taxis

Having heard that the Council's Taxi Licensing Committee had recently agreed that three inspection tests should be required for licensed taxi vehicles the group accepted that the relevant requirement within the recommendation should be increased from two tests to three.

Tactile Signage

Officers suggested that funding for the installation of tactile signage in the town centre should be limited to Section 106 funding. The suggestion had been made that funding could also be derived from a new Community Infrastructure Levy (CIL) Charging Levy. However, as the arrangements for this levy remained to be clarified Members agreed to remove references to this fund from the final report.

Changing Places Toilet

The Committee was advised that following publication of the group's draft report Members had learned that evidence provided by an expert witness on the subject of a changing places toilet, had subsequently proved to be incorrect. For this reason Members agreed to remove a recommendation that had referred to this facility.

RNIB React system

The group had also been proposing that the RNIB React system, a signage system that could provide guidance to people who were blind or visually impaired, be activated in the Kingfisher Shopping Centre, as this system had been included in the original design of the centre. However, following publication of the report Members had been advised that appropriate maintenance process for the system and management arrangements remained to be clarified. For this reason it was agreed that further work was required to address the issue.

Task Group – Chairing Arrangements

Concerns were expressed about the Council's current constitutional requirement that only members of the Overview and Scrutiny Committee could be allowed to Chair scrutiny reviews. This requirement had necessitated changes to the chairing arrangements for the review from May 2012 which had implications for the continuity of the exercise. For this reason it was suggested that the matter should be investigated further by the Constitutional Review Working Party.

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

Concluding Remarks

The Chair thanked Members of the group for their hard work. The group had welcomed the opportunity to complete the review and it was hoped that Members' recommendations would improve the experience for disabled people visiting Redditch town centre.

RECOMMENDED that

DISABLED PARKING

- 1) **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;**
- 2) **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

- 3) **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 three inspection tests and the MOT that the Council's licensing regime requires for each vehicle;**
- 4) **taxi drivers should be offered disability awareness training, which would include information about manually assisting people with disabilities, by Redditch Borough Council;**

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

BUSES

- 5) **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

- 6) **a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council;**
- 7) **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;**
- 8) **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;**
- 9) **Redditch Town Centre Partnership work with the Kingfisher Shopping Centre to introduce additional seating in the Kingfisher Shopping Centre, involving an investigation of the ergonomics of the seating provided;**
- 10) **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;**
 - 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;**
 - c) **a joint review with the Kingfisher Shopping Centre, concerning the potential activation of the RNIB React system in the centre; and**

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

- d) a review of the implications of introducing disabled parking spaces and a Dial a Ride collection and delivery point in the former covered market area, as detailed in Appendix E.

RESOLVED that

- 1) 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; and
- 2) the report be noted.

51. YOUTH EMPLOYED BY REDDITCH BOROUGH COUNCIL

Officers presented a report which updated Members on the number of staff aged under thirty years employed by Redditch Borough Council. The Committee was also advised about the current initiatives in place to increase and improve youth employment.

A Member suggested that the Council explore with local schools the possibility of covering a proportion of travelling costs for students undertaking a work experience placement at the Council. This could provide useful assistance as the Council did not currently possess a specific funding stream to cover these costs itself.

RESOLVED that

the report be noted.

52. CAPITAL OUTTURN REPORT 2011/12

Members received a report which outlined the Council's actual expenditure and funding of the capital programme for 2011/12.

The report was considered in detail. In particular, Members noted that information about the costs for the new telephone system referred to completed installation arrangements. It was expected

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

that additional funding would be required to resolve any remaining functionality issues.

RESOLVED that

the report be noted.

53. REVENUE OUTTURN REPORT 2011/12

Officers presented a report which outlined the Council's overall revenue outturn for the 2011/12 financial year.

RESOLVED that

the report be noted.

54. PORTFOLIO HOLDER ANNUAL REPORT - WRITTEN REPORT - CORPORATE MANAGEMENT

The Committee proposed the following list of questions for the consideration of the Portfolio Holder for Corporate Management, Councillor Phil Mould, ahead of his appearance before the Committee in September 2012.

- 1) Please could you outline what you consider to be:
 - a) The successes within the remit of your Portfolio?
 - b) Areas of concern within the remit of your portfolio?
- 2) What are your long-term plans for:
 - a) The REDI Centre?
 - b) The Anchorage?
- 3) How will the implementation of new ICT systems at the Council impact on the service delivered to customers?
- 4) Following transformation of the services within your remit:
 - a) How will the Council deliver solutions for customers?
 - b) Where will the funding for these solutions be obtained from?
 - c) Will any cuts have to be made?
- 5) How is the Council mitigating the risks involved in reducing the budget available for maintenance of Council properties?
 - a) What are the current methods used for assessing these risks?

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

- 6) Does the Council undertake an annual inventory of telephone, ICT systems and PAT testing?
 - a) If so how does this work?
 - b) What are the current figures for use of Redditch Borough Council telephone and ICT equipment?

RESOLVED that

- 1) **the questions detailed in the preamble above be addressed by the Portfolio Holder for Corporate Management during his annual report to the Committee on Tuesday 11th September 2012; and**
- 2) **the report be noted.**

55. ACTIONS LIST

Members noted that a briefing note on the subject of taxi vehicles' road worthiness had very recently been circulated to Members as requested.

RESOLVED that

the Committee's Actions List be noted.

56. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee received the minutes of the Executive Committee meeting held on 24th July 2012 and considered the latest edition of the Forward Plan.

Officers explained that the new edition of the Forward Plan was due to be published on 15th August and would subsequently be circulated for Members' consideration.

RESOLVED that

the minutes of the meeting of the Executive Committee held on 24th July 2012 and the Forward Plan be noted.

57. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents.

Overview and Scrutiny

Tuesday, 14th August, 2012

Committee

58. TASK AND FINISH GROUPS - PROGRESS REPORTS

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

a) Access for Disabled People – Chair, Councillor Andy Fry

There was no further update.

b) Concessionary Rents Short, Sharp Pre-Scrutiny Review – Councillors Andrew Brazier and Juliet Brunner

Members were informed that good progress had been made with the review and the Councillors were on target to present their findings on 11th September 2012.

c) Redditch Market – Chair, Councillor Andrew Brazier

Councillor Brazier explained that the Group would soon be meeting with representatives from the North Worcestershire Economic Development Unit to discuss what Officers had undertaken to improve the market place in Redditch since assuming responsibility the year before. Members of the group were also due to visit another market within the region to witness how it had been revitalised.

d) Sickness Policy Short, Sharp Pre-Scrutiny Review – Councillors John Fisher and Pat Witherspoon

Councillor Witherspoon informed Members that the review had been progressing and a number of meetings had taken place. The Councillors were due to meet with the relevant Portfolio Holder, Councillor Phil Mould, before the report would be prepared for the next Committee meeting on 11th September 2012.

The participating Councillors on the short, sharp reviews thanked the relevant Democratic Services Officers for their hard work and support during a busy period.

RESOLVED that

the update reports be noted.

59. REFERRALS

There were no referrals.

Overview and Scrutiny

Committee

Tuesday, 14th August, 2012

60. WORK PROGRAMME

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 9.05 pm

Overview & Scrutiny Committee

No Direct Ward Relevance

11th September 2012

PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR PHIL MOULD, PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT

The following questions have been suggested by Members of the Overview and Scrutiny Committee. These questions will be posed to Councillor Phil Mould, Portfolio Holder for Corporate Management at the Overview and Scrutiny Committee meeting on Tuesday 11th September 2012.

- 1) Please could you outline what you consider to be:
 - a) The successes within the remit of your Portfolio?
 - b) Areas of concern within the remit of your portfolio?
- 2) What are your long-term plans for:
 - a) The REDI Centre?
 - b) The Anchorage?
- 3) How will the implementation of new ICT systems at the Council impact on the service delivered to customers?
- 4) Following transformation of the services within your remit:
 - a) How will the Council deliver solutions for customers?
 - b) Where will the funding for these solutions be obtained from?
 - c) Will any cuts have to be made?
- 5) How is the Council mitigating the risks involved in reducing the budget available for maintenance of Council properties?
 - a) What are the current methods used for assessing these risks?
- 6) Does the Council undertake an annual inventory of telephone, ICT systems and PAT testing?
 - a) If so how does this work?
 - b) What are the current figures for use of Redditch Borough Council telephone and ICT equipment?

Overview & Scrutiny

Committee

11th September 2012

NB Note draft revision /Update – Page 2. S

REDDITCH BOROUGH COUNCIL **GUIDE TO / FOR PORTFOLIO HOLDERS**

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility,

CAN	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Community Strategy • Corporate Plan • Service Plans • Budgets • E.Government statements • BVPI's / Local PI's (separate document available) • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as "Spokesperson" for the Council in relation to Press / Media / outside the	

Overview & Scrutiny

Committee

11th September 2012

		Council, but <u>not exclusively (other Members may also have this shared role)</u> (Council decision – 11th October ??)	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 nd May 2006)	
	6.	<i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i> (Exec January 2007 / Council ...)	
CANNOT		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
MAY	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / 	

Overview & Scrutiny

Committee

11th September 2012

		<p>agenda preparation processes</p> <ul style="list-style-type: none"> • Regulatory Committees, via normal report / agenda preparation processes • Overview and Scrutiny Committee <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7

Portfolio Holder Annual Report

Portfolio: Planning, Regeneration,
Economic Development and Local
Transport

Portfolio Holder: Cllr Greg Chance

Year: 2012/13

1. Executive Summary

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

Development Plans

The evidence based work (Strategic Housing Market Assessment (SHMA)) was completed regarding housing need in the Borough. Based on recommendations of the SHMA, it was agreed with Bromsgrove District Council to commence joint work under the Duty to Co-operate in respect of cross boundary growth.

The team has been re-drafting policies in light of the proposed change from the Core Strategy to Local Plan No.4, to reflect changes arising from the National Planning Policy Framework and to take account of previous consultation responses. Some of these have been to Members but more are to follow at the end of 2012, early 2013.

Development Management

Performance figures for the determination of planning and other applications remain similar to the previous year notwithstanding that some staff are now working on Transformation. Enforcement cases have declined slightly, and joint working with Bromsgrove continued, although this will cease in the autumn due to a member of staff requesting to reduce his hours. Appeals casework has been low, which reflects well on the outcomes of planning applications. Transformation work is progressing and the following months are likely to see significant changes as the Transformation Team work towards rolling out new and different ways of working.

Local Land Charges

This continues to be a shared service hosted and managed by BDC and work continues to streamline the operations to increase similarity across the two areas. Monitoring of this will continue to ensure efficiencies are realised.

Building Control

The first year of the North Worcestershire Shared Service has seen changes in methods of working and improvements in customer focussed procedures. The resilience and flexible approaches to meet customer demands, which are possible with a larger team base, are being exploited. Progress on the Shared Service Business Case has been good with some key objectives being met. Other key objectives, particularly mobile working, are not yet met due a range of corporate wide factors reported via the Client Management Group.

Town Centre Partnership

A successful Town Centre Events Programme was delivered and a number of projects identified in the Town Centre Strategy were progressed. The Town Centre Partnership has worked well and had input into the review of Market Services and the work carried out by the Task Group looking into Disabled Access. Work has continued with the Church Road Redevelopment Project Group.

Economic Development and Regeneration

Recruitment to the North Worcestershire Economic Development and Regeneration (NWEDR) team has been completed, with the team delivering a shared service across Bromsgrove, Redditch and Wyre Forest, including working from offices at Redditch BC. The focus for the year has been establishing the service: developing delivery arrangements with both Greater Birmingham and Solihull (GBSLEP) and Worcestershire (WLEP) Local Enterprise Partnerships. The Redditch Business Leaders group was established to enable strategic businesses to inform the economic development and regeneration priorities of the Borough and engage the business community in delivering those priorities.

The team are successfully delivering business support through the business start up and booster grants and supporting development work on the new (GBSLEP) ERDF funded business support and grant package. They continue to manage the markets function and the Redditch Business Centres and are supporting the development of initiatives to address skills issues. The Team is working to bring forward the development of key employment sites and aiding colleagues in planning to bring forward development sites in the town centre.

Local Transport

Redditch Branch Line Enhancement Scheme: Officers have liaised with representatives of Network Rail and the Planning Inspectorate regarding this scheme which involves the construction of a passing loop between Redditch and Alvechurch to enable 3 trains per hour to operate between Redditch and Birmingham. Planning Officers have provided an initial response to the formal consultation proposals, the draft assessment of need and the draft planning statement which will be used to support the scheme.

Choose How You Move 2: This three-year project will encourage residents, businesses and visitors to use more sustainable modes of transport. Although still in its infancy, the project has made significant progress as detailed in the sections below.

2. Performance

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

Development Plans

The preparation of the Local Plan and associated evidence base continued with the necessary collaborative working with neighbouring authorities. There are clearly sensitivities associated with the cross boundary growth issue but officers have liaised well with Members at both BDC and RBC to keep them informed and aid decision making.

Development Management

The team continues to meet or better performance targets for the determination of planning and other applications although it is accepted that the number of applications remains relatively low due to the economic recession.

As part of the ongoing planning transformation work, efforts are being made to identify measures which will help us to assess the success and effectiveness of the decision making process rather than concentrating on a mainly target driven approach. Such measures would seek to concentrate on real outcomes and how well we are meeting our customers' aspirations.

Building Control

The Shared Service Business Case acknowledged the potential for a reduction in service levels immediately after the new service was created and until it was bedded in. Fortunately, continued customer feedback requests and statistical reporting have shown this not to be the case. 100% of all applications continue to be determined within the target 5 week date and over 90% within a self imposed target of 3 weeks. The service BSI 9002:2008 accreditation has been subject to a successful annual audit.

Eight additional local partnerships have been created (formal working ties with architects and developers) resulting in workload retention and financial advantages. Private sector competition continues to see erosion in some areas of work however active marketing and site specific fee tendering procedures now in place appear to be mitigating the issue to some extent. The savings highlighted within the Shared Service Business Case have been met.

Town Centre Partnership

There has been an increase in membership and interest from businesses. Two applications for funding were put forward (Portas bids) with support from Town Centre businesses and although in the face of stiff competition, these were unsuccessful, it was nevertheless a good example of collaborative working.

A Business Vitality Scheme project team has been set up to implement and monitor the High Street Innovation Grant, with the project being launched in September 2012.

A Town Centre Partnership website was established.

Early contact was made with the new owners of the Kingfisher Centre (Capital and Regional) and an ongoing dialogue established over town centre initiatives.

Work has continued towards achieving redevelopment of the Church Road site.

Important contributions were made by the Town Centre Co-ordinator towards events organised to celebrate St Georges Day, the Diamond Jubilee, Olympic Torch and the Halfords Tour Series Bike Race

Economic Development and Regeneration

a) Business support

- Delivered 20 New Business Grants creating 22 new jobs with a further 6.5 jobs anticipated to be created within 12 months. Three Business Booster Grants were given, creating or safeguarding 10 jobs.
- Supported the development of a new ERDF funded scheme through GBSLEP that will deliver business advice and support, and provide grant funding for business expansions.
- Established regular meetings of the Redditch Business Leaders group.
- Commenced work on the Overview & Scrutiny review of the Markets function.
- Developed a business plan for the Redditch Business Centres.

b) Regeneration

- Identified the 'Eastern Gateway' as a strategic employment site and undertook initial discussions with relevant landowners and adjoining planning authorities to identify development constraints.
- Commissioned a development study of the Church Road site in collaboration with Planning colleagues and with the Homes & Communities Agency and PCT as key landholders.

c) Skills

- Commissioned a study of skill shortages and issues experienced by local businesses.
- Supported development work by manufacturing employers and NEW College of initiatives to improve employability skills and

routes into manufacturing employment for young people – including employer involvement in developing and delivering training and apprenticeships.

Local Transport

Choose How You Move 2: The following is a 'snapshot' of some of the individual aspects of the project that have been completed over the past year:

- Successful Launch event of the Choose How You Move 2: Redditch Project
- Successful Halfords Tour Series Bike Race in May
- Stakeholders workshop initiated collaboration partners
- Phase 1 of Individual Travel Marketing (ITM) completed in Church Hill, Matchborough and Winyates. ITM involves door-to-door contact with residents' aims to get the whole population of Redditch more active by increasing awareness of the sustainable transport choices available such as walking, cycling and passenger transport
- Bus Stop Audits completed
- Communication with workplaces initiated
- Communication with all schools established
- Infrastructure audits completed
- Data collection for Evesham Road project completed

2.2 Please detail any areas of concerning performance in the year

Development Plans

The lack of guidance and clarity following the demise of the Regional Spatial Strategy and until publication of the National Planning Policy Framework, meant it was not possible to plan ahead as usual or keep customers informed of progress. This needs to be improved for the coming year.

Building Control

The continued poor economic situation remains a consistent threat to income levels and depression within the public and private construction sectors will impact upon income. Whilst the new shared service team continue to function well and customers' needs are being met, the numbers of applications and resultant fees charged remain affected. Two staff members have left in the last 12 months and these posts have been left vacant without an adverse effect on the customer.

Economic Development and Regeneration

The Redditch Business Leaders Group identified skills gaps as a key issue for businesses during the year and commissioned a sample survey of businesses to research the issue. The survey indicated that businesses have difficulty in recruiting younger employees (particularly those without employment experience) because of a lack of employability skills including time keeping and discipline, communication skills and team working skills. As a result, collaborative work is underway between NEW College and local employers to engage businesses more closely in the development and delivery of apprenticeships and training.

3. The Year Ahead

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

Development Plans

Continue to progress Local Plan No.4 towards consultation in early 2013;
Continue collaborative work with neighbouring authorities resulting in a joint consultation with Bromsgrove District in early 2013;
Gather information, research and evidence to support the Local Plan ready for this to be consulted upon towards the spring/summer of 2013;
Publish and submit the Local Plan with aligned timescales with Bromsgrove District Council as soon as possible in 2013.

Development Management

Progress transformation work including the roll out of new working methods, with the focus on identifying new measures and meeting customer aspirations.

Building Control

The continued implementation of the Shared Service Business Case is a priority. This will introduce mobile working, a trainee post and further diversification of the service. It is hoped further cohesion of team members will occur and continued improvements to customer focussed procedures will be made.

Town Centre Partnership

Progression of the Town Centre Strategy priority projects focusing on Church Green Landscape Plans;
Continue with a Town Centre Events programme;

Launch of the Business Vitality Scheme through the Town Centre Partnership with the aim of encouraging new businesses into vacant premises;

Carry out a Feasibility Study for Church Road Redevelopment and ongoing work with the project team.

Economic Development and Regeneration

d) Business support

- Continue to promote and deliver New Business and Business Booster grants; promote and deliver a new ERDF funded scheme through GBSLEP that will deliver business advice and support, and provide grant funding for business expansions.
- Support the Redditch Business Leaders Group to develop a strong and strategic business voice and inform economic priorities and engage businesses in the delivery of those priorities.
- Complete the Overview & Scrutiny review of the Markets function.
- Deliver the Redditch Business Centre Business Plan.

e) Regeneration

- Continue to work with landowners to bring forward the 'Eastern Gateway' strategic employment site.
- Complete the Church Road development study and work with Planning colleagues and with the Homes & Communities Agency and PCT as key landholders, to bring forward the development of the site to support regeneration of the town centre.
- Undertake a study to identify the economic potential of Redditch and inform future regeneration work.

f) Skills

- Continue to support manufacturing employers and NEW College to improve employability skills and routes into manufacturing employment for young people – including employer involvement in developing and delivering training and apprenticeships.
- Work with GBSLEP and WLEP to identify practical action to address skills issues in the Borough.

Local Transport

Redditch Branch Line Enhancement Scheme: Officers will prepare a Local Impact Report regarding the proposal and seek Members' views on the scheme. Further representations will be made, if necessary via a Local Inquiry.

Choose How You Move 2: The following are some of the individual projects to be delivered in the short-term:

- Delivery of personalised travel plans to residents
- Launch of workplace pilot with New College, Redditch
- Results of schools survey expected
- Walking and Cycling improvement schemes to be delivered
- Evesham Road corridor (Headless Cross) improvement scheme to be implemented
- Installation of transport kiosks
- Artwork implemented at local bus shelters and potential themed bus shelter for the Choose project.
- Continuation of Individual Travel Marketing (ITM). The Choose travel advisers will be visiting every neighbourhood in Redditch to engage with households and sign people up to participate.

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
19th June 2012 1	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 2	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
14th August 2012 3	Officers were asked to provide clarification on the reasons for the variance in the budget recorded for the Chief Executive's Directorate as included in the Capital Outturn Report 2011/12	COMPLETED (email with relevant information circulated on 15/8/12)



Executive Committee

Tuesday, 21 August 2012

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Michael Braley, Carole Gandy, Mark Shurmer and Debbie Taylor

Also Present:

Councillors Andrew Fry and Alan Mason

Officers:

C Flanagan, S Hanley, S Jones, T Kristunas, J Pickering, J Staniland, A de Warr and M Wright

Democratic Services Officer:

J Bayley

44. APOLOGIES

Apologies were received on behalf of Councillors Mould and Stephens.

45. DECLARATIONS OF INTEREST

During consideration of Item 17, Unit 7, Woodrow Centre – Concessionary Rent, Councillor Rebecca Blake declared an other disclosable interest, as detailed in minute 60 below, and left the room.

46. LEADER'S ANNOUNCEMENTS

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

- Budget Preparation Guidelines; and
- Quarterly Sickness Monitoring – Quarter 1 – April to June 2012.

.....
Chair

He also advised that he had received the following items as Urgent Business:

- Access for Disabled People Task Group;

(Not meeting the publication deadline)

- Item 6 – Community Right to Challenge;
- Item 17 – Unit 7, Woodrow Centre – Concessionary Rent; and
- Item 18 – Shared Services Board – Post Room – Transformation and Service Redesign Review.

47. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 24th July 2012 be confirmed as a correct record and signed by the Chair.

48. ACCESS FOR DISABLED PEOPLE TASK GROUP

Councillors Andrew Fry and Alan Mason, joint Chairs of the Access for Disabled People Task Group, presented the final report prepared on behalf of the Group to the Executive Committee.

The Committee was advised that the review had been launched by the Overview and Scrutiny Committee because Members believed it was important to ensure that people with all types of disabilities could access Redditch town centre. The review had focused specifically on access arrangements for people travelling by bus or taxi and had also considered provision of disabled parking spaces in the town centre.

The review had been completed in two stages. The majority of evidence had been gathered during the first stage of the review, which was completed in April 2012. The Overview and Scrutiny Committee had agreed that further work was required and this had formed the basis of the second stage of the review from May – August 2012.

Members were advised that Councillor Fry had replaced Councillor Mason as the Chair of the review in May 2012. This change had occurred because there was a constitutional requirement for the Chairs of Task Groups to also be members of the Overview and Scrutiny Committee. However, Members expressed concerns that changes to the chairing arrangements for a Task Group in the middle of a review had implications for the consistency of the exercise. For this reason Members commented that this

requirement should be considered in further detail by the Constitutional Review Working Party.

The map displaying the location of disabled parking spaces in the town centre, which had been produced at the request of the Task Group, was discussed by the Committee. Members suggested that the map would need to be produced in a simplified format in order to be a useful tool for residents and visitors. Furthermore, The Committee agreed that a small number of paper copies of the map should be made available to the public on demand.

The Committee noted that one of the group's proposals was for a disability awareness training session to be delivered to Members. The subject was considered to be particularly useful for new Members and it was suggested that this session could be incorporated into the Member induction process.

Arrangements in place to enable Members to report dropped kerbs were also considered. The Committee acknowledged that many experienced Members would be familiar with the process. However, newly elected Members would appreciate further information about the process for requesting dropped kerbs to Worcestershire County Council.

RESOLVED that

- 1) 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;**
- 2) 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;**
- 3) a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council;**

- 4) **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;**
- 5) **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;**
- 6) **Officers undertake further work into the following areas that should be reported for the consideration of the Overview and Scrutiny Committee and subsequently by the 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;**
 - c) **a joint review with the Kingfisher Shopping Centre, concerning the potential activation of the RNIB React system in the centre;**
 - d) **a review of the implications of introducing disabled parking spaces and a Dial a Ride collection and delivery point in the former covered market area, as detailed in Appendix E;**
- 7) **to note the Overview and Scrutiny Committee's decision in relation to the group's following eleventh recommendation, which was determined on 14th August 2012:**

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;**
- b) **a report monitoring the implementation of the group's recommendations;**

RECOMMENDED to the Licensing Committee that

- 8) **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 three inspection tests and the MOT that the Council's licensing regime requires for each vehicle;**
- 9) **taxi drivers should be offered disability awareness training, which would include information about manually assisting people with disabilities, by Redditch Borough Council;**

RECOMMEND that

- 10) **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; and**
- 11) **Redditch Town Centre Partnership work with the Kingfisher Shopping Centre to introduce additional seating in the Kingfisher Shopping Centre, involving an investigation of the ergonomics of the seating provided.**

49. COMMUNITY RIGHT TO CHALLENGE

The Committee received a report which detailed local arrangements for the new Community Right to Challenge, which had been introduced in the Localism Act 2011.

The Community Right to Challenge enables relevant bodies (defined by the Act) to submit expressions of interest to deliver services on behalf of the Council, and applies to all public services except services that were protected by secondary legislation. In this context, all of the services delivered by Redditch Borough Council were open to challenge.

The provisions relating to the Community Right to Challenge had come into force on 27th June 2012. All of the Councils in Worcestershire were attempting to adopt a consistent approach to managing expressions of interest by complying with the statutory guidance and Regulations.

It was proposed that the local arrangements for managing expressions of interests would be:

- The Council would accept expressions of interest at any time;
- Expressions of interest should be sent to the Council's Monitoring Officer (or Section 151 Officer);
- That information required to be included in an expression of interest would be as set out in Paragraph 4.2 of the Statutory Guidance. Following receipt of an expression of interest the Council may ask that the relevant body demonstrated that it met the definition of a relevant body;
- The Council would notify the relevant body of its decision within 12 weeks of receiving the expression of interest;
- The period between an expression of interest being accepted (and notified to the relevant body in writing) and any procurement exercise starting would be no less than 3 months and no longer than 6 months.

Given the Community Right to Challenge had been expected to be in force from 27th June, these arrangements had been published on the Council's website explaining that they were subject to endorsement by the Committee at this meeting.

RESOLVED that

the local arrangements for managing the Community Right to Challenge, as set out in the report, be approved.

50. QUARTERLY BUDGET MONITORING - QUARTER 1 - APRIL TO JUNE 2012

The Committee received a monitoring report detailing the Council's financial position at the end of the first quarter of 2012/13.

Officers reported that the Council was on course to achieve the savings included within the budget agreed in February 2012. The majority of savings had been achieved due to staff vacancies and savings in contracts.

A table containing a summary of Capital Budget expenditure for the Council in the first quarter had been provided for Members' consideration. The figures provided in this table appeared to suggest that there had been limited expenditure during the first quarter of the year. However, Officers reported that whilst many of the capital works that had been planned for the first quarter of the year had been delivered the Council had not yet received requests for payment for all of these works.

The appropriate content of the quarterly financial monitoring reports was discussed by the Committee. Members suggested that additional comments needed to be provided in future editions of the report to enable Members to assess the figures provided in context.

RESOLVED that

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

51. QUARTERLY CUSTOMER SERVICE MONITORING - QUARTER 1 - APRIL TO JUNE 2012

A report was received which set out the key information in respect of customer service for the first quarter of 2012/13.

Officers reported that 81 compliments had been received during the first quarter of the year. This represented a significant increase in the number of compliments that had been reported when compared to the same time the previous year.

The Council had also received 56 complaints during the period, including one complaint referred to the Council by the Local Government Ombudsman. 17 complaints had taken longer than 15 working days to resolve. The majority of complaints that had required an extended period of time to resolve had been complex cases.

In the first quarter of the year 71 per cent of complaints had been upheld or partially upheld. The remaining complaints had not been upheld, though Officers recognised that the issues had been an area of concern to the individuals who had proposed the complaints.

The Customer Service team was in the process of delivering training that was designed to improve customer service skills for staff working in different teams. Bespoke training had been developed for particular teams to enable staff to address any issues that might lead to a complaint within their service area. Staff briefings had also been held to provide employees across the organisation with an opportunity to learn about appropriate forms of behaviour when working with customers.

The Committee was advised that in the long-term details about customer feedback data would be incorporated into the Council's new Performance Management Reports.

RESOLVED that

the update for the period 1st April 2012 – 30th June 2012 be noted.

52. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 17th July 2012.

Members noted that there were no outstanding recommendations to consider.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 17th July 2012 be received and noted.

53. SHARED SERVICE BOARD

The Committee considered the minutes of the meeting of the Shared Services Board held on 12th July 2012.

RECOMMENDED that

the business case for a shared Revenues Service be approved for implementation.

54. WORCESTERSHIRE SHARED SERVICE JOINT COMMITTEE - MINUTES

The Committee received the minutes of the Worcestershire Shared Services Joint Committee held on Wednesday 11th July 2012.

RESOLVED that

the minutes be noted.

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

There were no minutes to consider under this item.

56. 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.

57. ACTION MONITORING

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

58. 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 1, 2, 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Item 16 – Quarterly Monitoring – Write off of Debts – Quarter 1 – April to June 2012

Item 17 – Unit 7, Woodrow Centre – Concessionary Rent

Item 18 – Shared Services Board – Post Room – Transformation and Service Redesign Review

59. QUARTERLY MONITORING - WRITE OFF OF DEBTS - QUARTER 1 - APRIL TO JUNE 2012

Members considered a report which detailed the action taken by Officers with respect to the write-off of debts during the first quarter of 2012/13 and the profile and level of the outstanding debt. The Committee was advised that the Council's current level of bad debt provisions were adequate in relation to the level of write offs as well as the level of outstanding debt.

Figures had been provided for the level of Council Tax Rent Arrears that had accrued since 1996/97. Concerns were expressed that these arrears appeared to be increasing at a level of 2.5 per cent per year. However, Members were assured that money continued to be collected and the debts were decreasing over time.

A summary had also been provided of the total business rate arrears due to the Council by June 2012. This table contained a comparison of the arrears due between 2000/01 and 2012/13, which clearly demonstrated that there was no standard pattern in the total due to the Council. Officers explained that the figures for business rent arrears varied significantly because business rates varied according to the size of the property.

RESOLVED that

- 1) the debts detailed in the confidential appendices be written off; and**
- 2) the contents of the report be noted.**

[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 any individual, information would be revealed which was likely to reveal the identity of any individual and information would be revealed relating to the financial or business affairs of a particular person (including the authority holding that information).]

60. UNIT 7, WOODROW CENTRE - CONCESSIONARY RENT

Members received a report concerning concessionary rent arrangements for Unit 7, in the Woodrow Centre. It was agreed to defer consideration of this item to the next meeting of the Committee so that further detailed information could be obtained.

During consideration of the item Councillor Rebecca Blake declared an other disclosable interest, as detailed in the confidential minute below, and left the room and did not take part in the decision.

[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).]

61. SHARED SERVICES BOARD - POST ROOM - TRANSFORMATION AND SERVICE REDESIGN REVIEW

The Committee received a report which detailed the outcomes of the Post Room Transformation Service Redesign Review.

Members noted that usually reports relating to shared services and transformation would be referred to the Executive committee following consideration by the Shared Services Board. However, this report had been accepted to ensure that the matter could be addressed in appropriate timescales.

The proposed revised structure of the service would deliver combined savings of £31,000. The level of savings for Redditch Borough Council would be £18,000.

RECOMMENDED that

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

[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 7.04 pm
and closed at 9.03 pm

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

EXECUTIVE COMMITTEE LEADER'S

FORWARD PLAN

1st September 2012 to 31st December 2012

(published as at 15th August 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.)



www.redditchbc.gov.uk

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	18 Sep 2012	21 Aug 2012	Budget Preparation Guidelines	Key	Councillor Phil Mould	
2	Executive	18 Sep 2012	21 Aug 2012	Quarterly Sickness Monitoring - Quarter 1 - April to June 2012	Non-Key	Councillor Phil Mould	
3	Executive	18 Sep 2012		Disposal of Property - Salop Road Community Centre and 132 Oakly Road	Key	Councillor Phil Mould	
4	Executive	18 Sep 2012	24 Jul 2012	Sickness Policy - Review	Non-Key	Councillor Phil Mould	
5	Executive	18 Sep 2012	3 Apr 2012	Concessionary Rents Policy	Key	Councillor Phil Mould	
6	Executive	18 Sep 2012		Roundabout Sponsorship Policy	Key	Councillor Luke Stephens	
7	Executive	18 Sep 2012		Grants Programme - 2013/14	Key	Councillor Bill Hartnett	
8	Executive	18 Sep 2012		Council Tax Support Scheme	Non-Key	Councillor Phil Mould	
9	Executive	18 Sep 2012		Business Rate Pooling	Non-Key	Councillor Phil Mould	
10	Executive	18 Sep 2012		Fly-Posting Enforcement Strategy	Non-Key	Councillor Debbie Taylor	
11	Executive	16 Oct 2012		Concessionary Fares - Pre 9.30am	Key	Councillor Greg Chance	

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
12	Council	26 Nov 2012		Local Development Scheme	Non-Key*	Councillor Greg Chance	*Executive Committee will make recommendations to Council following its meeting on 16 Oct 2012
13	Council	26 Nov 2012		Greater Birmingham & Solihull Local Enterprise Partnership - Planning Charter	Non-Key*	Councillor Greg Chance	*Executive Committee will make recommendations to Council following its meeting on 16 Oct 2012
14	Executive	20 Nov 2012		Quarterly Budget Monitoring - Quarter 2 - July to September 2012	Non-Key	Councillor Phil Mould	
15	Executive	20 Nov 2012	18 Dec 2012	Quarterly Monitoring - Write Off of Debts - Quarter 2 - July to September 2012	Non-Key	Councillor Phil Mould	
16	Executive	20 Nov 2012		Quarterly Sickness Monitoring - 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
17	Executive	20 Nov 2012		Quarterly Customer Service Monitoring - Quarter 2 - July to November 2012	Non-Key	Councillor Phil Mould	
18	Council	7 Jan 2013	16 Apr 2012	Tenancy Strategy and Policy 2012 - 2014	Key	Councillor Mark Shurmer	*Executive Committee will make recommendations to Council following its meeting on 18 Dec 2012
19	Executive	15 Jan 2013		Council Tax Base 2013/14	Key	Councillor Phil Mould	
20	Executive	15 Jan 2013		Fees and Charges 2013/14	Key	Councillor Phil Mould	
21	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
22	Council		17 Oct 2011	Housing Allocations Policy - Review	Key	Councillor Mark Shurmer	New date to be identified
23	Council		12 Jan 2011	Town Centre Landscape Improvements (including Church Green)	Key	Councillor Greg Chance	New date to be identified

Item No. 1

KEY DECISION

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

<p>LEAD MEMBER / PORTFOLIO HOLDER Councillor Phil Mould</p>	<p>ITEM Budget Preparation Guidelines</p>	<p>WARDS AFFECTED All Wards;</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>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>REASONS FOR BEING ON THE FORWARD PLAN</p>
<p>CONSULTATION DETAILS</p>	<p>Method of Consultation</p>	<p>Consultation Period or Dates</p>

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 two properties:</p> <ul style="list-style-type: none"> • Salop Road Community Centre; and • 132 Oakly Road <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. 5

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 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

Item No. 6

KEY DECISION

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

<p>LEAD MEMBER / PORTFOLIO HOLDER Councillor Luke Stephens</p>	<p>ITEM Roundabout Sponsorship Policy</p>	<p>WARDS AFFECTED All Wards;</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Leisure and Cultural Services REPORT AUTHOR J Heyes Business Development Manager</p>	<p>SUMMARY To consider a policy for the sponsorship of roundabouts in Redditch.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN To approve recommended process</p>
<p>CONSULTATION DETAILS Advertising planning applications.</p>	<p>Method of Consultation</p>	<p>Consultation Period or Dates</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Item No. 7

KEY DECISION

Proposed to be made by the Executive on **18 Sep 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 and approval of changes to strengthen the Voluntary and Community Sector Grants Policy and approval for the continuation of delegated approval to the Head of Community Services in respect of the Stronger Communities Grant.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN To approve recommended funding allocations for Redditch Borough Council's Grants Programme 2013/14</p>

CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
Grants Panel	Meetings: Head of Service, Local Community Groups, Portfolio Holder. Feedback from Heads of Service and others.	July 2012

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 **18 Dec 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>SUMMARY</p> <p>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</p> <p>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 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>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
<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>Fees and Charges 2013/14</p> <p>SUMMARY To consider the proposed fees and charges for 2013/14 for the Council's chargeable services.</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 (New date to be identified)

LEAD MEMBER / PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Mark Shurmer</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER None.</p> <p>REPORT AUTHOR L Tompkin, Head of Housing</p>	<p>Housing Allocations Policy - Review</p> <p>SUMMARY To consider a review of the Housing Allocations Policy.</p>	<p>(No Specific Ward Relevance);</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 (New 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

Committee

No Direct Ward Relevance

11th September 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

11th September 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		
11th Sept 2012	Concessionary Rents – Pre-Decision Scrutiny and Short-Sharp Review Outcomes	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-Decision Scrutiny, and Short, Sharp Review Outcomes	Relevant Lead Heads of Service

Overview and Scrutiny

Committee

11th September 2012

20th Sept 2012	West Midlands Regional Scrutiny Network	Councillor Pattie Hill
25th Sept 2012	Overview and Scrutiny Training	
9th Oct 2012	Transportation for Young People – Dial a Ride – Feasibility Report	Relevant Lead Head of Service
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
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
9th Oct 2012	Increasing Rates of Recycling – Monitoring Update Report	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

Overview and Scrutiny

Committee

11th September 2012

6th Nov 2012	Redditch Sustainable Community Strategy – Monitoring Update Report	Relevant Lead Heads of Service
6th Dec 2012	West Midlands Regional Scrutiny Network Meeting	
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
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

Overview and Scrutiny

Committee

11th September 2012

8th Jan 2013	Portfolio Holder Annual Report – Written Report – Housing	Relevant Lead Heads of Service
5th Feb 2013	Access for Disabled People Task Group – Monitoring Update Report	Relevant Lead Heads of Service
5th Feb 2013	Disabled Access Group – Update Report on Support	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	Arts and Culture Centre Task Group - Final Report	Councillor Hopkins
5th March 2013	Portfolio Holder Annual Report – Community Leadership and Partnership	Councillor Hartnett
5th March 2013	Draft Overview and Scrutiny Annual Report	Councillor Brunner
21st March 2013	West Midlands Regional Scrutiny Network	
2nd April 2013	Youth Services Provision Task Group – Monitoring Update Report	Relevant Lead Head of Service

Overview and Scrutiny

Committee

11th September 2012

May 2013	Promoting Sporting Participation – Monitoring Update Report	Relevant Lead Head of Service
OTHER ITEMS – DATE NOT FIXED		
	Disabled Parking in the Former Covered Market Area – Outcomes of the Review	Relevant Lead Heads of Service
	Equalities and Diversity – Submission of a Scoping Document	Councillor Fry
	Housing Allocations Policy Review – Pre-Scrutiny	Relevant Lead Head of Service
	Landscaping Works in Private Car Parks – Outcomes of the Review	Relevant Lead Heads of Service
	RNIB React system – Outcomes of the Review	Relevant Lead Heads of Service
	Regeneration in the Town - Submission of a Scoping Document	Councillor Bush
	Shopmobility Ramp Cover – Outcomes of the Review	Relevant Lead Head of Service
	Tree Maintenance – Submission of a Scoping Document	Councillor Fisher