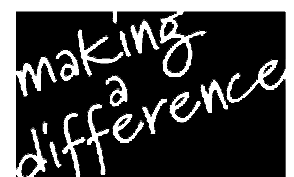


# Overview and Scrutiny Committee

Tuesday, 9th October,  
2012  
6.30 pm

Committee Room Two  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
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](mailto:jess.bayley@bromsgroveandredditch.gov.uk) /  
[michael.craggs@bromsgroveandredditch.gov.uk](mailto:michael.craggs@bromsgroveandredditch.gov.uk)**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

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

**Do Not use lifts.**

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

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





# Overview and Scrutiny

## Committee

Tuesday, 9th October, 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><b>1. Apologies and named substitutes</b></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><b>2. Declarations of interest and of Party Whip</b></p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p><b>3. Minutes</b> (Pages 1 - 10)</p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes attached)</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>4. Portfolio Holder Annual Report - Planning, Regeneration, Economic Development and Transport - Councillor Greg Chance</b>  (Pages 11 - 14)  Councillor Greg Chance, Deputy Leader of the Council</p>	<p>To receive the Portfolio Holder Annual Report from the Portfolio Holder for Planning, Regeneration, Economic Development and Transport.</p> <p>(Questions attached verbal report to follow).</p> <p><b>(No Specific Ward Relevance);</b></p>

# Overview and Scrutiny

Committee

Tuesday, 9th October, 2012

<p><b>5. Increasing Rates of Recycling - Monitoring Update Report</b></p> <p>(Pages 15 - 20)</p> <p>I Roberts, Environmental Services Manager</p>	<p>To consider an update report on the implementation of recommendations proposed by the Increasing Rates of Recycling Scrutiny Review in March 2012.</p> <p>(Report attached and presentation to follow).</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>6. Dial a Ride Extended Service - Feasibility Study</b></p> <p>(Pages 21 - 32)</p> <p>J Willis, Acting Head of Community Services</p>	<p>To receive and consider a report detailing the potential to extend the service provided by Dial a Ride.</p> <p>(Report attached).</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>7. Quarterly Finance Monitoring Report - Quarter 1 - April - June 2012</b></p> <p>(Pages 33 - 38)</p> <p>T Kristunas, Head of Finance and Resources</p>	<p>To receive the financial update for quarter one, April – June 2012.</p> <p>(Report attached).</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>8. Portfolio Holder Annual Report - Written Report - Local Environment and Health</b></p> <p>(Pages 39 - 52)</p> <p>G Revans, Head of Environmental Services, Head of Environment</p>	<p>To consider the content of a report detailing the performance of services within the remit of the Local Environment and Health portfolio and to propose questions for the consideration of the Portfolio Holder.</p> <p>(Report attached).</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>9. Actions List</b></p> <p>(Pages 53 - 54)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance);</b></p>

# Overview and Scrutiny

Committee

Tuesday, 9th October, 2012

<p><b>10. Executive Committee Minutes and Scrutiny of the Forward Plan</b>  (Pages 55 - 84)</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.  (Minutes and September edition of the Forward Plan attached).</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>11. Task &amp; Finish Reviews - Draft Scoping Documents</b></p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.  (No reports attached)</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>12. Task and Finish Groups - Progress Reports</b>  Councillor Gay Hopkins, Councillor Andrew Brazier, Councillor Brunner, Councillor Fisher and Councillor Witherspoon.</p>	<p>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:</p> <ul style="list-style-type: none"><li>a) Arts and Cultural Centre – Chair, Councillor Gay Hopkins;</li><li>b) Concessionary Rents – Councillors Andrew Brazier and Juliet Brunner;</li><li>c) Redditch Market – Chair, Councillor Andrew Brazier; and</li><li>d) Sickness Policy – Councillors John Fisher and Pat Witherspoon.</li></ul> <p>(Oral reports)</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>13. Health Overview and Scrutiny Committee</b>  Councillor Pat Witherspoon</p>	<p>To receive a verbal update on the recent work of the Worcestershire Health Overview and Scrutiny Committee.  (Report to follow)</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>14. Crime and Disorder Scrutiny Panel - Chair's Update</b>  Councillor Andrew Brazier</p>	<p>To receive a report from the Chair of the Crime and Disorder Scrutiny Panel on any further developments in the work of the Panel that may have occurred since the previous meeting of the Committee.  (Report to follow).</p> <p><b>(No Specific Ward Relevance);</b></p>

# Overview and Scrutiny

Committee

Tuesday, 9th October, 2012

## 15. 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).

**(No Specific Ward Relevance);**

## 16. Work Programme

(Pages 85 - 90)

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)

**(No Specific Ward Relevance);**



# Overview and Scrutiny

Committee

Tuesday, 9th October, 2012

## 17. 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, 11th September, 2012

## MINUTES

### Present:

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

### Also Present:

Councillor Phil Mould

### Officers:

M Craggs, R Bamford, C Felton, S Jones, J Pickering, D Poole, A Scarce and A de Warr

### Committee Services Officer:

M Craggs and A Scarce

### 61. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Gay Hopkins. Councillor Roger Hill was confirmed as her substitute.

### 62. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

### 63. MINUTES

Members requested clarification in respect of Minute No. 50 and in particular Blue Badges being displayed in Dial a Ride buses. Officers clarified the position and confirmed that this was not a recommendation of the Access for Disabled People Task Group, but an action which would be taken forward for further consideration by Officers.

.....  
Chair

# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 14th August be approved as a true and correct record of the meeting and signed by the Chair.**

**64. PORTFOLIO HOLDER ANNUAL REPORT - PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT, COUNCILLOR PHIL MOULD**

Further to consideration of the Portfolio Holder for Corporate Management's written report at the meeting of the Overview and Scrutiny Committee on 14th August 2012 and Members' agreed questions that were based on the report, Portfolio Holder Councillor Phil Mould provided the following responses as part of his annual report.

1) Please could you outline what you consider to be:

a) The successes within the remit of your Portfolio

Councillor Mould advised Members that as he had only been in post for a relatively short period it was difficult to highlight any particular successes. However, he praised the Executive Director for Finance and Resources and her team for the prompt and professional way in which they responded to the changes to the Budget.

b) Areas of concern within the remit of your Portfolio

Councillor Mould was concerned with likely further reductions to the Council's budget in the coming years together with the impact that the changes to the welfare system would have on the Council. It was anticipated that this would be particularly difficult for housing benefit claimants who were not used to having full control of their own finances. Concern was raised that the Council's own finances could potentially be affected by this.

It was commented, however, that providing claimants with the opportunity to take responsibility for their own finances could empower them. Members also discussed ways in which the Council could provide support by raising awareness of the changes as soon as possible.

# Overview and Scrutiny Committee

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Tuesday, 11th September, 2012

2) What are your long-term plants for:

a) The REDI Centre

Councillor Mould informed Members that it was imperative for new occupants to be found for the building to help make it a sustainable asset. The Centre had remained empty since December 2010. Members were informed that potential tenants had been identified and had been made aware of its available.

Reference was made to the Localism Act, with Members being made aware that while no formal legislation had yet been enacted, if an approach was made from the voluntary sector to purchase an asset maintained by the Council then they would be given a six month window to raise capital and bid for the property.

It was confirmed that through the agreement with Property Services at Worcestershire County Council (WCC), regular security checks on both the exterior and interior of the building were made.

Members also discussed the future plans for Threadneedle House and the remedial work which needed to be completed. Officers agreed to provide Members with a briefing paper on the currently position with this building.

b) The Anchorage

It was confirmed that the Anchorage was in a similar position as the REDI Centre, although the position was slightly more complicated due to its position within the grounds of the Sandycroft Centre and the involvement of a third party. It was hoped that the issues which had arisen from this would be resolved shortly.

3) How will the implementation of new ICT systems at the Council impact on the services delivered to customers?

Councillor Mould informed Members that Bromsgrove District Council's (BDC) and Redditch Borough Council's IT systems where not fully compatible. BDC had more recently invested in its system and the Council now needed to bring its system up to a similar level.

# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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Members were provided with further details of the work that was being carried out and confirmed that currently there was the skill base and budget within the team to cover this work. The Committee were informed that many of the problems which Members had recently experienced were due largely to this work, however the problems were expected to reduce as the work progressed. It was anticipated that this would be completed within the next 12 months.

The benefits of a joint system would mean staff could work more efficiently and easily across both councils, together with enabling the sharing of data and cost savings, all of which were an important step towards the successful implementation of shared services.

4) Following transformation of the services within your remit:

a) How will the Council deliver solutions for customers?

The Committee heard that each area was different and therefore had its own individual problems. However, an example was provided of how the transformation process had improved the way in which benefits payment process had been streamlined and simplified for both staff and applicants.

b) Where will the funding for these solutions be obtained from?

Members were informed that savings were made through cutting out waste and the savings that were made funded the changes in processes.

c) Will any cuts have to be made?

It was difficult to provide a response to this question as each service was different. Some services were particularly labour intensive and every effort was made to redeploy staff where possible.

The Committee heard that embarking on shared services with BDC was crucial to preserving services and to making necessary financial savings. In respect of Transformation, the outcomes for the areas which had gone through the process so far have been positive with improved and more efficient services being provided.

# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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- 5) How is the Council mitigating the risks involved in reducing the budget available for maintenance of Council properties?

This was being achieved through prioritisation which only involved undertaking maintenance that was absolutely necessary.

- a) What are the current methods used for assessing these risks?

Health and safety issues were dealt with initially followed by the traditional system of identifying high, medium and low priorities. Members discussed the reduction in the budget for maintenance and whether this was sufficient for the work that would need to be carried out in the forthcoming year.

- 6) Does the Council undertake an annual inventory of telephone, ICT systems and PAT testing?

The Committee heard that the phones, which are part of a recent new system, were all acquired through IT in order to be compatible with other Council IT equipment.

- a) If so how does this work?

All the equipment is logged on an inventory through the IT system. This inventory also included licenses for software. Property services have a register of equipment with detailing the regularity of PAT testing needed, i.e. annually, quarterly.

The Committee discussed how each individual item was recorded for PAT testing purposes and in particular the equipment that was allocated to Councillors, as it was apparent that this equipment had not been PAT tested. Officers confirmed the Council had a robust service level agreement with WCC and agreed to provide Members with a briefing paper to clarify this issue.

- b) What are the current figures for use of Redditch Borough Council telephone and ICT equipment?

Current usage figures were not known and would be very difficult to monitor, particularly as the systems were now used across both BDC and RBC.

# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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Councillor Mould thanked the Head of Business Transformation for her support in preparing the responses for the meeting and for the continued work carried out in respect of the transformation process.

On behalf of the Committee, the Chair thanked the Portfolio Holder for his report.

**RESOLVED that**

**the report be noted.**

**65. SICKNESS POLICY PRE-DECISION SCRUTINY AND SHORT, SHARP REVIEW**

The Chair thanked Councillors Fisher and Witherspoon for the comprehensive report they had prepared within such a short timescale.

The Committee was informed that the Executive Committee had postponed consideration of the Officers' report on the Sickness Policy and it was therefore suggested that the Committee should postpone consideration of the scrutiny report on this subject in order to ensure that the two items were considered in tandem.

**RESOLVED that**

**consideration of the Sickness Policy Pre-decision Scrutiny Short, Sharp Review be postponed until the Committee meeting to be held on 9th October 2012.**

**66. CONCESSIONARY RENTS - PRE-DECISION SCRUTINY**

The Chair thanked Councillor Brazier for the work that had been carried out in completing the pre-decision scrutiny report.

The Committee was informed that the Executive Committee had postponed consideration of the Officers' report on Concessionary Rents and it was therefore suggested that the Committee should postpone consideration of the scrutiny report on this subject in order to ensure that the two items were considered in tandem.

**RESOLVED that**

**consideration of the Concessionary Rents Pre-decision Scrutiny and Short, Sharp Review be postponed until the Committee meeting to be held on 9th October 2012.**



# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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**67. PORTFOLIO HOLDER ANNUAL REPORT - WRITTEN REPORT -  
PLANNING, REGENERATION, ECONOMIC DEVELOPMENT  
AND TRANSPORT PORTFOLIO**

The Committee proposed the following list of questions for the consideration of the Portfolio Holder for Planning, Regeneration, Economic Development and Local Transport, Councillor Greg Chance, ahead of his appearance before the Committee on 9th October 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) Regarding economic development and regeneration in Redditch:
  - a) What are your plans to encourage new business start-ups in the town?
  - b) To what extent does Redditch have a cross-section of housing types to accommodate both employees and employers?
  - c) Within the emerging local plan, what is being done to encourage local developers to build?
  - d) Is the focus of the 'Eastern Gateway' strategic employment site being placed on generating new employment or housing development?
- 3) What are your plans for the regeneration of:
  - a) Town centre
  - b) Train station and its local environment
- 4) What plans do you have to engage local people, especially elderly residents and young people, on their aspirations for the town?
- 5) What are you doing to ensure that the proposer submitted for traffic surveys are based on current and not historic data and will cover all the roads that are likely to be affected by development?
- 6) Regarding European Regional Development Funding (ERDF):
  - a) How much funding is expected to be received in Redditch?
  - b) How will the funding received used to support young people setting up new businesses? Is there any provision in the ERDF to support this?

# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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- 7) Regarding *Choose How You Move 2*:
- a) How do you define 'sustainable transport' as part of this?
  - b) How will residents, businesses and visitors be encouraged to use sustainable modes of transport?
  - c) What are you expecting to achieve from this project?
- 8) What is being done to address any skills shortages issues being experienced by local businesses?

**RESOLVED that**

- 1) **the questions detailed in the preamble above be addressed by the Portfolio Holder for Planning, Regeneration, Economic Development and Local Transport during his annual report to the Committee on Tuesday 9th October 2012; and**
- 2) **the report be noted.**

**68. ACTIONS LIST**

Members' attention was drawn to a tabled paper which provided an update in respect of the recommendations made in relation to the War Memorial petition which was originally considered by the Committee at its meeting on 8th October 2011. It was explained that work was scheduled to be undertaken to resolve the two outstanding actions that were remaining ahead of Armistice Day. This concerned the installation of planters around the Memorial to deter anti-social behaviour, and the development of an education campaign in the local press to raise greater awareness about the purpose of the Memorial.

**RESOLVED that**

**the Committee's Actions List be noted.**

**69. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN**

The Committee received the minutes of the Executive Committee meeting held on Tuesday 21st August 2012 and considered the latest edition of the Forward Plan.

Councillor Fry confirmed that the Access for Disabled People Task Group Report had been well received by the Executive Committee,

# Overview and Scrutiny Committee

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Tuesday, 11th September, 2012

although concerns had been raised in respect of the change of use of the covered market area and it was acknowledged that further work needed to be done in respect of any changes. Any work which encouraged improved access for disabled people into the town centre was seen as a positive development.

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 21st August 2012 and the Forward Plan be noted.**

**70. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS**

There were no draft scoping documents.

**71. TASK AND FINISH GROUPS - PROGRESS REPORTS**

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

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

Members were informed that the first meeting of the Task and Finish Group had been arranged for Thursday 20th September 2012.

b) Redditch Market – Chair, Councillor Andrew Brazier

Councillor Brazier explained that a meeting had been held with representatives from North Worcestershire Economic Development and Regeneration to discuss its objectives for the market and what was currently being done on an operational level.

The Group recently visited Nuneaton Market to learn how a previously struggling market had reversed its fortunes. This had led to further information being requested. The next meeting of the group was planned to take place on Monday 24th September 2012.

**RESOLVED that**

**the update reports be noted.**

# Overview and Scrutiny Committee

Tuesday, 11th September, 2012

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## 72. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon confirmed that she would be attending the next meeting of the Health Overview and Scrutiny Committee (HOSC) which was due to take place on 12th September 2012. Members were informed that the agenda had contained an update report on the Joint Service Review, however this has now been removed in light of an announcement which she understood was due to be made on 14th September 2012. It was understood that this would include details of the final three or four options which would form the final part of the consultation process which was due to commence in October 2012. Councillor Witherspoon had been asked to arrange a meeting of the Older People's Forum as part of the consultation process.

**RESOLVED that**

**the report be noted.**

## 73. REFERRALS

There were no referrals.

## 74. WORK PROGRAMME

It was confirmed that Councillor Pattie Hill was hoping to attend the next meeting of the West Midlands Regional Scrutiny Network on 20th September 2012 and she agreed to provide Members with an update at the October meeting of the Committee if this was possible. Members were provided with future dates for the network meetings and asked to contact Officers if they were interested in attending.

Members were reminded of the Scrutiny training event which would take place on 25th September 2012 at 6.30pm.

**RESOLVED that**

**the Committee's Work Programme be noted.**

The Meeting commenced at 6.30 pm  
and closed at 7.55 pm

## Overview & Scrutiny Committee

No Direct Ward Relevance

9th October 2012

### PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR GREG CHANCE, PORTFOLIO HOLDER FOR PLANNING, REGENERATION, ECONOMIC DEVELOPMENT AND TRANSPORT

The following questions have been suggested by Members of the Overview and Scrutiny Committee. These questions will be posed to Councillor Greg Chance, Portfolio Holder for Planning, Regeneration, Economic Development and Transport at the Overview and Scrutiny Committee meeting on Tuesday 9th October 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) Regarding economic development and regeneration in Redditch:
  - a) What are your plans to encourage new business start-ups in the town?
  - b) To what extent does Redditch have a cross-section of housing types to accommodate both employees and employers?
  - c) Within the emerging local plan, what is being done to encourage local developers to build?
  - d) Is the focus of the 'Eastern Gateway' strategic employment site being placed on generating new employment or housing development?
  
- 3) What are your plans for the regeneration of:
  - a) Town centre
  - b) Train station and its local environment
  
- 4) What plans do you have to engage local people, especially elderly residents and young people, on their aspirations for the town?
  
- 5) What are you doing to ensure that the proposer submitted for traffic surveys are based on current and not historic data and will cover all the roads that are likely to be affected by development?
  
- 6) Regarding European Regional Development Funding (ERDF):
  - a) How much funding is expected to be received in Redditch?
  - b) How will the funding received be used to support young people setting up new businesses? Is there any provision in the ERDF to support this?
  
- 7) Regarding *Choose How You Move 2*:
  - a) How do you define 'sustainable transport' as part of this?
  - b) How will residents, businesses and visitors be encouraged to use sustainable modes of transport?
  - c) What are you expecting to achieve from this project?
  
- 8) What is being done to address any skills shortages issues being experienced by local businesses?

# Overview & Scrutiny

Committee

9th October 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, .....

<b>CAN</b>	1.	<b>Monitor Council performance</b> informed by documents such as: <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Corporate Plan</li> <li>• Service Plans</li> <li>• Budgets</li> <li>• E.Government statements</li> <li>• BVPI's / Local PI's (separate document available)</li> <li>• Forward Plan</li> </ul>	*
	2.	<b>Monitor the implementation of Council policy and decisions</b> informed, in addition to the above, by <ul style="list-style-type: none"> <li>• Council reports and Minutes</li> <li>• Personal contact with Officers</li> </ul>	*
	3.	<b>Act as consultee</b> for Members and Officers <ul style="list-style-type: none"> <li>• Formally, in accordance with approved delegations of authority to Officers</li> <li>• Informally for general reference.</li> </ul>	*
	4.	<b>Act as "Spokesperson"</b> for the Council in relation to Press / Media / outside the Council, <b>but not exclusively (other Members may also have this shared role)</b>	

# Overview & Scrutiny

Committee

9th October 2012

		<i>(Council decision – 11th October ??)</i>	
	5.	<p><b>Act as “Rapporteur”</b></p> <p>a) to report annually to Overview &amp; Scrutiny on the Services for which the Portfolio Holder has responsibility; and</p> <p>b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder.</p> <p><i>(Council Annual Meeting 22<sup>nd</sup> May 2006)</i></p>	
	6.	<p><b><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></b></p> <p><b><i>(Exec January 2007 / Council ...)</i></b></p>	
<b>CANNOT</b>		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
<b>MAY</b>	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.	<p>Attend relevant meetings, e.g. relevant O&amp;S meetings, beyond those to which formally appointed by the Council</p> <ul style="list-style-type: none"> <li>• As an approved duty where invited to the meeting</li> <li>• Also as an approved duty when present on own initiative.</li> </ul> <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	<p>Seek to trigger reports to</p> <ul style="list-style-type: none"> <li>• the Executive or Council, via normal report / agenda preparation processes</li> <li>• Regulatory Committees, via normal report /</li> </ul>	

# Overview & Scrutiny

Committee

9th October 2012

		agenda preparation processes <ul style="list-style-type: none"> <li>• Overview and Scrutiny Committee</li> </ul> in accordance with current approved constitutional requirements.	

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



### Increasing Rates of Recycling Monitoring Update Report

The Group RECOMMENDED that:

#### 1. WORKING WITH THE MEDIA

- (a) **A media strategy be developed to help forge a close working relationship with the local media to publicise what can be recycled and illustrate how recycled waste is eventually re-used and the importance of reducing waste - for example through the *Love Food Hate Waste* campaign.**
- (b) **Press releases are issued to the local media on a regular basis to remind residents that they can apply for another or a larger green bin at no extra charge.**
- (c) **The Council work with the local media to publicise its new approach to collect grey bins from all districts in the Borough one week, and to collect all green bins the next when this is introduced in 2012/13 as part of the 'route optimisation' work.**

Environmental Services are currently within the 2nd year of a 3 year publicity plan and recycling is an annual feature of this. Within this frame work we will develop a specific strategy to focus on the recycling element of Environmental Services.

We will be exploring all opportunities to promote recycling through the media and directly through our own collection operatives. The idea of promotional stickers will also be explored to encourage recycling where ever possible.

The promotion of all grey and all green collections will be developed through the Environmental Services Transformation Team and the development of the Route Optimisation software.

#### 2. GENERAL PUBLICITY

- (a) **As part of the Council's regular recycling campaign, images of items made 100% from recycled products be displayed on the Council's fleet of waste collection vehicles to publicise what happens to recycling and reassure residents that recycling is worthwhile.**

We are investigating all opportunities to inform our residents of what can and is being produced from recycled materials. Our understanding is that some residents are sceptical of whether the materials collected are ever recycled. Obviously this is not the case, but it is an obstacle and a perception that needs changing in a positive and visual manner.

- (b) A new sticker be produced that can be placed on bins with excess recyclables to inform residents that they can have a larger or extra green bin at no charge.**

We are currently designing a sticker which can easily be used by our collection operatives. These stickers will be used to encourage residents that want to do more and will challenge residents that shy away from recycling.

We intend to trial this idea as a pilot scheme and monitor the effect it has on recycling rates and associated anti-social behaviour such as fly-tipping, etc.

### **3. CAPTURING AND UTILISING WASTE DATA**

- (a) Maps which illustrate tonnage levels for grey bin waste and green bin waste collected by individual areas be produced at regular intervals.**
- (b) This information be used to target areas with the lowest recycling rates with publicity and awareness raising activities to promote waste minimisation and recycling.**

An excellent mapping exercise was carried out during the O&S Scrutiny Panel involvement, which could be repeated in line with other initiatives to monitor recycling rates throughout the district.

This information is useful as a general barometer of waste types being collected across the district but will require additional scrutiny to be able to target and focus improvement and transformation initiatives in the future.

### **4. ENGAGING WITH ETHNIC MINORITY AND TRANSIENT COMMUNITIES**

- (a) The Council engages with groups and forums that represent ethnic minority communities in Redditch to help inform more residents from these communities about recycling.**

In order to carry this out this kind of engagement effectively, we need to ensure we allocate the correct resources in order that any initiatives are planned and well received. As yet no further action has been taken on this recommendation.

- (b) The Council work with the local education authority to further promote the benefits of recycling in schools, especially in those areas identified by the recycling maps as having the lowest rates in Redditch.**

A lot of information and support already exists for schools through Central Government. A lot of information and support in relation to environmental education already exists for schools in Worcestershire through the County

Council's Bishops Wood Centre which works with schools, teachers and environmental educators in Worcestershire and beyond. The centre focuses on Learning for Sustainability and outdoor environmental learning.

It was envisaged that Worcestershire County Council, in partnership with Severn Waste, would provide an education room within the EnviroSort site at Norton, along with a dedicated education officer. We understand that this resource is still being negotiated. If and when this resource is agreed, we would be happy to link with and support this initiative where ever possible.

Please note; all schools within Redditch are serviced by a comingled recycling collection through the authority.

**(c) The Council work closely with local landlord groups, representatives, and the Council's Tenancy team, to communicate information about recycling and waste minimisation to transient communities within Redditch.**

Using the transformation project team as a conduit, we would like to investigate initiatives in working with Estate Agents, Landlords and Housing Associations to distribute waste collection information to their tenants. This would help residents who are transfer or moving into the district.

## **5. RAISING MEMBERS' AWARENESS**

**A Members Information Session be arranged to inform Members of the new 'route optimisation' approach to collecting recyclable and non-recyclable waste in Redditch and Bromsgrove, and at the same time, to receive a general overview of the waste collection service , including information on the EnviroSort facility.**

With the introduction of all grey and all green AWC collections and the route optimisation software initiatives, which are integral to the transformation teams undertakings, these projects will require the support of members for them to be implemented properly. Members will be invited to attend discussion sessions during the planning stages of these projects and we will include general information on waste collection/recycling services as part of this.

We would also like to arrange site tours of the EnviroSort facility for any members wishing to understand or appreciate how Redditch BC, as a collection authority, works with the wider disposal authority and the Joint Municipal Waste Management Strategy.

6. **OPERATIONAL**

- (a) The waste collection crews be encouraged to feedback any concerns when collecting from the grey or green bins, including identifying any specific areas that do not appear to be recycling properly, so that improvements can be made.**

Front-line Operatives have already joined the transformation team and they are involved in all aspects to the work being undertaken. Transformation team Operatives are talking to colleagues to identify poor performing areas and the reason behind these issues.

The work being carried out will contribute to longer term improvement projects with other internal and external parties throughout the district.

- (b) The waste collection crews be empowered to swiftly resolve recycling/general waste issues for residents where this is possible.**

The Transformation team have already identified the need to review and refresh our service delivery standards and why it is vital to involvement of our collection operatives at the frontline of our services.

Training sessions are being planned to provide operatives with practical customer care skills and the knowledge and understanding of service industry we provide. By operatives having a better understanding of our service standards and a greater appreciation of our customers needs, we will be encouraging operatives to identify, communicate and participate in improvement initiatives.

- (c) The Council should look to address the problem of residents requesting extra grey bins.**

These issues have been raised by the transformation team and will be addressed with other parallel initiatives as tackling this has to be done as part of a package of improvement measures.

- (d) The Council consider introducing new recycling bins outside retails outlets, especially in public parks and local centres.**

We are currently developing a policy for providing litter and dog bins across the Borough and we are keen to build recycling provision in wherever we can and we are currently investigating the use of on-street recycling in high profile locations where a recycling bin could be sited as an alternative to a traditional litter bin. A longer term strategy and approach will be required to encourage recycling at source.

**7. IMPLEMENTING AND MONITORING RECOMMENDATIONS**

**That Officers develop an implementation plan, including financial considerations, to deliver the report's recommendations and to update the Overview and Scrutiny Committee on progress made within six months of the report's endorsement**

All the recommendations within this report are being implemented through direct initiatives or initiated through the transformation team.



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**DIAL A RIDE EXTENDED SERVICE – FEASIBILITY STUDY**

Relevant Portfolio Holder	Councillor Greg Chance, Portfolio Holder for Planning, Regeneration, Economic Development and Transport.
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Ward(s) Affected	No specific ward relevance
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 To investigate the option of using Dial a Ride Vehicles to transport young people to local events or festivals.
- 1.2 To utilise Dial a Ride vehicles at weekends and nights and hiring them to other groups with transport needs

**2. RECOMMENDATIONS**

**The Committee is asked to RECOMMEND that**

- 1) the Dial-a-Ride scheme operated under a permit issued under section 19 of the Transport Act 1985, be extended to include making the Dial-a-Ride vehicles available to those community organisations registered with the Council for use during evenings and weekends;**
- 2) that the charging schedule as set out in Appendix 1 be adopted; and**
- 3) that the scheme is based on the examples presented in appendix 2; and**

**to RESOLVE that**

**the report be noted.**

**3. KEY ISSUES**

**BACKGROUND**

- 3.1 Following a Youth Services Provision Task Group report being presented to Executive Committee on the 24th of April, officers were requested to explore the option of Dial a Ride vehicles being used to transport young people to local

**OVERVIEW AND SCRUTINY  
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events and festivities and a report be submitted to a future meeting of the Overview and Scrutiny Committee;

- 3.2 The Task Group felt that it was possible that a group of volunteers might be willing to assume responsibility for transporting young people.
- 3.3 The Task Group are proposing that Dial a Ride vehicles be made available for one off events, such as the Morton Stanley Festival, to transport young people to and from the venue.
- 3.4 The group wanted it to be made clear that the Dial a Ride vehicles would need to be booked in advance
- 3.5 It would be possible to introduce this scheme on the basis of the organisation using the vehicle with or without a Dial a Ride driver.
- 3.6 There are two options that could be adopted for operating the service.
- a) Volunteer drivers: It was proposed by the group that we might consider volunteers driving the vehicles on behalf of Redditch Borough Council for these purposes. However, due to the associated management and administrative time and costs in setting this up and administering this process this option is not considered appropriate.
  - b) Groups with own drivers: Groups registered and using the vehicles can recruit their own drivers (paid or unpaid) who would have to provide the necessary paperwork to drive (i.e. D1 entitlement on their driving licence, Midas training for minibus drivers, Enhanced CRB check and if there are people travelling in wheelchairs then confirmation of the Wheel Chair Clamping and Smoke Evacuation competency).
- 3.7 Parking of vehicle in a safe and secure area when the depot is closed would be the responsibility of the organisation using the vehicle as is the funding and recovery of broken down vehicles.
- 3.8 A vehicle being used under a section 19 permit must not carry members of the general public and can only be used for members of the body holding the permits. Consequently any external agencies would have to register with Dial a Ride before they could use the vehicles.
- 3.9 It would be the responsibility of the organisation or department of RBC using the vehicle for any repairs or recovery of vehicles whilst the vehicle is in their charge. An agreement would have to be drawn up which would have to be signed prior to the use of the vehicle.



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**Financial Implications**

- 3.9 The charging schedule for the service is detailed in Appendix 1. There are 4 examples of costs for group use of vehicles at appendix 2 showing members how much it would cost to transport passengers to an event on a Saturday.
- 3.10 Officers have researched other schemes that can offer their vehicles to in downtimes. An example of one of the schemes is at appendix 3.
- 3.11 There would be no loss of income to Dial a Ride as this service would be operating outside normal operating hours. The normal operating hours are 08.25 to 16.45 Monday to Friday.
- 3.12 In the case of the vehicle breaking down outside of the Crossgates Depot opening hours i.e. weekends or evenings, recovery of vehicle could be expensive but would be the responsibility of the department of RBC or outside organisation to cover the full costs of recovery

**Legal Implications**

- 3.13 There would need to be an agreement for use of the vehicle which would be drafted if members wish to introduce the scheme.
- 3.14 Section 19 permits are either 'standard permits' for vehicles which are adapted to carry no more than 16 passengers (excluding the driver) or 'large bus permits' for vehicles which are adapted to carry 17 or more passengers. These permits may be granted to organisations who operate vehicles without a view to profit to transport their members or people whom the organisation exists to help. Section 19 permit vehicles cannot be used to carry members of the general public.
- 3.15 A vehicle being used under a section 19 permit must not carry members of the general public and can only be used for members of the body holding the permits. Consequently any external agencies would have to register with Dial a Ride before they could use the vehicles.

**Service / Operational Implications**

- 3.16 The existing Dial a Ride policy states that a person is eligible for Dial a Ride if they are a resident of Redditch and, in order to carry out normal activities, are unable to drive a vehicle or to use public transport, because of a severely impaired ability to walk.
- 3.17 As this would be an additional service offered, then a change of the Dial a Ride policy would be required to allow charitable groups and associations, use of the vehicles and to extend service to include young people for the purpose of accessing youth activities at full cost recovery.

**OVERVIEW AND SCRUTINY  
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- 3.18 Any breakdowns over the week end could result in a Dial a Ride minibus off the run and unable to meet our passenger needs for example this could affect the health of our clients if we cannot take them to their clinic, Hospital or Doctors appointments.
- 3.19 In relation to climate change implications there could be a potential to reduce the number of cars dropping off young people by their parents. The minibuses have 9 seats so can move a large group of people rather than individuals.
- 3.20 There could also be human resources implications. Change in terms and conditions for existing drivers would be needed to include driving outside of their normal hours. Holiday entitlement and sickness costs would also need to be considered. There is the potential that recruitment of additional staff would be required if we offered a mini bus and a driver. Additional office based staff would be required to provide administration and support out of normal working hours.

**Customer / Equalities and Diversity Implications**

- 3.21 This scheme would enable young people to access events within the Redditch boundaries by providing transport.
- 3.22 All Dial a Ride Vehicles are accessible minibuses which will allow young people who have poor or restricted mobility the opportunity to travel to these events as well.
- 3.23 In relation to the community safety implications of this proposal if young people are diverted to organise youth activities it could have the potential to reduce anti-social behaviour. More joined working would need to be done with a youth inclusion officer from West Mercia if members agree this scheme.
- 3.24 The proposal would also enable young people to access cultural, health and sport related youth activities which could improve their health and well being.

**4. RISK MANAGEMENT**

- 4.1 There would be risks to the authority regarding passengers and pedestrians when accidents occur in respect of reputation. Risk assessments would be the responsibility of the organisation using the vehicle and copies would be required as part of the signed agreements. In respect of any liability please see 4.3
- 4.2 Support procedures would need to be put in place for staff who could be lone working when the office and Crossgates Depot is shut.
- 4.3 I have consulted with our insurance officer who has confirmed the wording of our insurance policy which reads: *Any person who is driving on the order or with the permission of the Policyholder. This covers RBC drivers and other organisations that have registered with us.*

**OVERVIEW AND SCRUTINY  
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**5. APPENDICES**

Appendix 1 - Example of Charging Schedule for using Dial a Ride vehicles.

Appendix 2 - Example of costs for journeys

Appendix 2 - Example of City of Plymouth Community Hire Scheme.

**6. BACKGROUND PAPERS**

Section 19 permits are either 'standard permits' for vehicles which are adapted to carry no more than 16 passengers (excluding the driver) or 'large bus permits' for vehicles which are adapted to carry 17 or more passengers. These permits may be granted to organisations who operate vehicles without a view to profit to transport their members or people whom the organisation exists to help. Section 19 permit vehicles cannot be used to carry members of the general public. (VOSA Passenger Transport provided under Section 19 or 22 permits – Section 18 to 23A of the Transport Act 1985)

**AUTHOR OF REPORT**

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Tel.: (01527) 548393



**Appendix 1**

Section 19 permits can only be used to provide transport to the people the organisation serves i.e. they must fall within the class of people that are specified on the permit. For example 'a vehicle operated by a scout troop can only be used to transport scouts or people associated with them.

Any voluntary or not for profit groups, that would like to use our vehicles, would have to register their details with Dial a Ride as part of the hire agreement. RBC would have to show that they are not in direct competition with other minibus hire companies and that the scheme is not being used for a cheaper alternative.

The following costs are an example of charges that could be used if it was agreed that we could offer out Dial a Ride vehicles.

Membership (External agencies)	Yearly	£50.00
RBC no charge		
Use of Vehicle (Inc wear and tear)	1/2 day	£25.00
	Full day	£45.00
Cleaning	Full valet	£50.00
	Interior sweep	£25.00
Driver Charge (hourly charge)	Mon-Fri	
	8.00-17.00	£12.00
	17.00-11.00	£14.00
	Saturday	£18.00
	Sunday	£24.00

Membership costs has been used from other schemes to cover admin and paperwork needed for other groups use of vehicles.

Salaries have been calculated using the top of the SCP for Grade 3 (new JE) plus over time rates for unsociable hours (evenings and weekends).

Use of vehicle has been calculated from existing budget and dividing it down until you get a day's rate for 1 vehicle to cover maintenance and wear and tear of the vehicle.

**Example 1 - 2 minibuses plus driver 12 noon to 10.30 for Redditch Borough Council events on a Saturday**

Membership	£00.00
Use of 2 vehicles (full day)	£90.00
Driver supplied by Dial a Ride	£432.00
Full clean	£50.00

Total cost £572.00

If there is full capacity then a cost to the passengers would be

$£572 \div 9 \text{ passengers} = £32.00$  each return journey

**Example 2 - 2 minibuses plus driver 12 noon to 10.30 for External agency event on a Saturday**

Membership £50.00

Use of 2 vehicles (full day) £90.00

Driver supplied by Dial a Ride £432.00

Full clean £50.00

Total cost £622.00

If there is full capacity then a cost to the passengers would be

$£622 \div 9 \text{ passengers} \div 2 = £35.00$  each return journey

**Example 3 - 2 minibuses plus driver 12 noon to 10.30 when using volunteer driver**

Membership £50.00

Use of 2 vehicles (full day) £90.00

Driver supplied by Dial a Ride £00.00

Full clean £50.00

Total cost £190.00

If there is full capacity then a cost to the passengers would be

$£190.00 \div 9 \text{ passengers} \div 2 = £10.55$  each return journey.

**Appendix 2****Example 1 - 2 minibuses plus driver 12 noon to 22.30 for Redditch Borough Council events on a Saturday**

Membership	£00.00
Use of 2 vehicles (full day)	£90.00
Driver supplied by Dial a Ride	£432.00
2 vehicle interior sweeps	£50.00
Total cost	£572.00

If there is full capacity then a cost to the passengers would be

$£572 \div 18 \text{ passengers} = £32.00$  each return journey .

**Example 2 - 2 minibuses plus driver 12 noon to 10.30 for External agency event on a Saturday**

Membership	£50.00
Use of 2 vehicles (full day)	£90.00
Driver supplied by Dial a Ride	£432.00
Full clean	£50.00
Total cost	£622.00

If there is full capacity then a cost to the passengers would be

$£622 \div 18 \text{ passengers} \div 2 = £35.00$  each return journey.

**Example 3 - 2 minibuses plus driver 12 noon to 10.30 when using volunteer driver**

Membership	£50.00
Use of 2 vehicles (full day)	£90.00
Driver supplied by Dial a Ride	£00.00
Full clean	£50.00
Total cost	£190.00

If there is full capacity then a cost to the passengers would be

$\pounds 190.00 \div 18 \text{ passengers} \div 2 = \pounds 10.55$  each return journey.

**Example 4 - 2 minibuses plus driver 12 noon to 10.30 when using volunteer driver**

Membership	£50.00
Use of 2 vehicles (full day)	£90.00
Driver supplied by Dial a Ride	£00.00
Full clean	£50.00
Total cost	£190.00

If the bus is being used for multiple pick ups such as a 10.30, 11.00, 11.30

$\pounds 190.00 \div 54 \text{ passengers} \div 2 = \pounds 1.80$  each return journey.





# Community Transport<sup>4</sup>hire

Plymouth City Council's, Community Transport<sup>4</sup>hire scheme's hire charges, have been divided up into three sections. These sections allow you the 'User Group' to choose which rate you want to be charged, depending on your requirements.

**Option 1**, the standard rate hire charge is what is stated in your agreement, and this is a fixed rate for either full or half-day bookings.

**Note\*** *Any Community Groups or Associations that wish to hire more than one vehicle at any time will be charged the same rate for each vehicle.*

**Option 2**, the Pence Per Mile hire charge, allows a more flexible charge for shorter distance bookings.

**Note\*** *Any Community Groups or Associations that wish to hire more than one vehicle at any time will be charged the same rate for each vehicle.*

**Option 3**, the multiple booking charges, allows the hire of one vehicle for more than one day at a time. This works out at a reduction of between £10 & £160, depending on the length of the hire.

**Note\*** *Any Community Groups or Associations that wish to hire more than one vehicle at any time will be charged the same rate for each vehicle.*

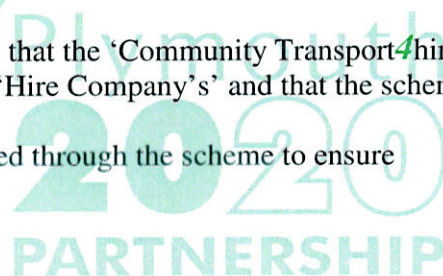
However, to book a vehicle for more than 3 days, the 'User Group' must be able to show reason why they would not be able to undertake this journey through a private hire booking with a commercial company.

If your Group or Association receives funding from the Government or major contributors and this is sufficient to hire minibuses for long periods commercially, then you should do so.

Any Group or Association found to be miss-using the scheme would be held in breach of the Community Transport<sup>4</sup>hire agreement.

Plymouth City Council **must** be able to show that the 'Community Transport<sup>4</sup>hire' is not in direct competition with other minibus 'Hire Company's' and that the scheme is **not** being used as a cheaper alternative.

All Groups and Associations will be monitored through the scheme to ensure compliance.



The variable rates for the Community Transport<sup>4</sup>hire charges, are as follows:

**Option 1: Standard Rate.**

Standard hire rate of £25 per half day

Standard hire rate of £40 per day

**Option 2: Pence Per Mile.**

Up to and including 100 miles	45p per mile
101 & up to 200 miles	35p per mile
Over 200 miles	19p per mile

**Option 3: Multiple Day Bookings.**

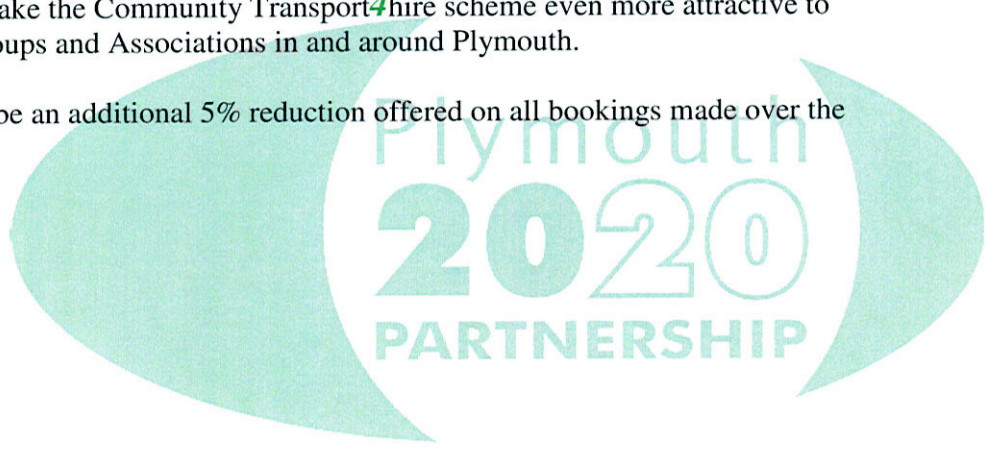
Two days continual hire	£70	saving of £10
Three days continual hire	£110	saving of £10
Four days continual hire	£130	saving of £30
Five days continual hire	£160	saving of £40
Six days continual hire	£200	saving of £40
Seven days continual hire	£230	saving of £50
Eight days continual hire	£250	saving of £70
Nine days continual hire	£275	saving of £85
Ten days continual hire	£300	saving of £100
Eleven days continual hire	£325	saving of £115
Twelve days continual hire	£350	saving of £130
Thirteen days continual hire	£375	saving of £145
Fourteen days continual hire	£400	saving of £160

All prices are subject to VAT: This will be added to your bill through the invoice supplied at the end of each month.

Your choice of the hire charge options, are to be given to the 'Booking Operator' when making the booking via telephone. The options will be available through the Internet booking facility when it is up and running.

These charges can be reviewed at any time by Plymouth City Council, and careful monitoring will take place throughout the Summer 2004, to see what changes, (if any) are needed to make the Community Transport<sup>4</sup>hire scheme even more attractive to Community Groups and Associations in and around Plymouth.

There will also be an additional 5% reduction offered on all bookings made over the Internet.



**EXECUTIVE  
COMMITTEE**

21st August 2012

**APRIL – JUNE (QUARTER 1) - FINANCE MONITORING REPORT 2012/13**

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	
Non Key Decision	

**1. SUMMARY OF PROPOSALS**

This report details the Council's financial position for the period April to June 2012 (Quarter 1 – 2012/13).

**2. RECOMMENDATIONS**

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

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

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council.

**Financial Implications**

- 3.2 The Council set a balanced budget in February 2012 for the financial year 2012/13. Within the budget were included savings of £654K which were not fully identified. These included savings relating to Shared Services, Transformation, and general vacancies with the Council.

**Revenue Budget summary Quarter 1 (April – June) 2012/13 – Overall Council**

- 3.3 The current financial position for services delivered within the Borough is detailed in the table below.
- 3.4 Internal recharges have not been included in these figures to allow comparison for each service area.

**EXECUTIVE  
COMMITTEE**

21st August 2012

<b>Service Head</b>	<b>Budget 2012/13 £'000</b>	<b>Budget April - June £'000</b>	<b>Actual spend April - June £'000</b>	<b>Variance to date April - June £'000</b>
<b>Environmental Services</b>	3,395	957	931	(26)
<b>Community Services</b>	1,720	460	451	(9)
<b>Regulatory Services</b>	572	143	143	-
<b>Leisure &amp; Cultural Services</b>	3,435	874	855	(19)
<b>Planning &amp; Regeneration</b>	1,851	462	419	(43)
<b>Customer Services</b>	847	244	233	(11)
<b>Finance &amp; Resources</b>	5,408	1,352	1,307	(45)
<b>Legal, Equalities &amp; Democratic Services</b>	1,257	302	281	(21)
<b>Business Transformation</b>	980	318	309	(9)
<b>Head of Housing Services</b>	1,006	252	230	(22)
<b>Corporate Services</b>	89	(8)	151	159
<b>SERVICE TOTAL</b>	<b>20,560</b>	<b>5,356</b>	<b>5,310</b>	<b>(46)</b>

**EXECUTIVE  
COMMITTEE**

21st August 2012

**Financial Commentary**

- 3.5 At the end of the first quarter there are savings of £46K, the £654K unidentified savings have been included in the Corporate Services line.
- 3.6 The savings are due to staff vacancies and savings in contracts.

**Capital Budget summary Quarter 1 (April - June) 2012/13 – Overall Council**

<b>Department</b>	<b>Budget 2012/13 £'000</b>	<b>Actual spend April – June £'000</b>	<b>Remaining Balance 2012/13 £'000</b>
<b>Business Transformation</b>	55	5	50
<b>Environmental Services</b>	3,190	22	3168
<b>Planning &amp; Regeneration</b>	22	17	5
<b>Regulatory Services</b>	104	-	104
<b>Community Services</b>	943	-	943
<b>Leisure &amp; Cultural Services</b>	199	5	194
<b>Finance &amp; Resources</b>	573	-	573
<b>Head of Policy, Performance &amp; Partnerships</b>	180	-	180
<b>Housing Services (inc HRA)</b>	9,277	968	8309
<b>Total</b>	<b>14,543</b>	<b>1,017</b>	<b>13,526</b>

**EXECUTIVE  
COMMITTEE**

21st August 2012

**Financial Commentary:**

- There is limited expenditure on capital projects at the end of the first quarter due to contracts being established and development plans agreed. It is anticipated that this will increase during the period July – September.

**Treasury Management**

- 3.7 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

**Credit Risk**

- 3.8 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.
- 3.9 At 30th June 2012, short-term investments comprise:

	30th June 2012 £000
Deposits with Banks/Building Societies	9,200

**Income from investments**

- 3.10 An investment income target of £79k has been set for 2012/13 using a projected rate of return of 0.75% - 1.50%. During the past financial year, bank base rates have remained at 0.50% and current indications are projecting minimal upward movement for the short-term.
- 3.11 In the 3 months to 30 June, the Council earned income from investments of £54k. The Council is on track to achieve the budget on investments for 2012.



**EXECUTIVE  
COMMITTEE**

21st August 2012

- 3.12 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

**General Fund Balances**

- 3.13 The General Fund Balance as at the 31st March 2012 is £1,289K; the budget set in February 2012, amended on 23rd July 2012 included an estimated use of balance of £192K.

**Legal Implications**

- 3.14 No Legal implications have been identified.

**Service/Operational Implications**

- 3.15 Sound performance management and data quality are keys to achieving improved scores in the Use of resources judgement. This performance report supports that aim.

**Customer / Equalities and Diversity Implications**

- 3.16 Performance Improvement is a Council Objective.

**4. RISK MANAGEMENT**

Risk considerations are covered within the report.

**5. APPENDICES**

None.

**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

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# Portfolio Holder Annual Report

Portfolio: Local Environment & Health

Portfolio Holder: Cllr Debbie Taylor

## Year: 2012/13

# 1. Executive Summary

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

Transport and Supplies.

Landscape and Grounds Maintenance Services.

Waste Management and Cleansing

Climate Change - delivery of climate change strategy to reduce environmental impacts and ensure efficient use of resources across the following theme areas: energy efficiency and renewable energy, water, waste, and transport and increasing biodiversity and wildlife; improve social sustainability through reducing fuel and food poverty, reducing health inequality and access to healthy and local food; and economic sustainability to increase the green economy locally and encourage good sustainable development/regeneration.

Parks and Open Spaces

Health

# 2. Performance

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

Transport & Supplies

- Successful joint procurement of two new refuse vehicles;
- In house Taxi testing and MOT service is working well;
- Existing vehicle fleet is being maintained to the required standards with all inspection targets being met;
- Stores transformation was started and then subsequently put on hold until the Housing Repairs and Maintenance section transformation had progressed a little further;
- Asbestos survey undertaken at the Crossgate Depot.

Landscape & Grounds Maintenance Services

- Achieved Gold Award standard in the Heart of England in Bloom awards in 2010 - 11 and 2011 – 12;

- Worked closely with Leisure Services to ensure that the Green Flag status of Arrow Valley, Morton Stanley and Overdale Parks was retained;
- Continuation of the Improved Parking Programme at various sites across the Borough and further sites have now been added to the list for future consideration;
- Winyates Environmental Enhancement programme – significant progress has now been made with regard to the removal of the brick bin stores and the legal process that will enable this to take place. When completed this will allow for completion of the enhancement works in that area;
- A pesticide trial has taken place and has now been extended to ascertain if the use of a different chemical regime is more appropriate/effective;
- Continuation of the Capital Landscape Programme which has been undertaking smaller scale capital projects across the Borough;
- Progress has been made on the transfer of assets under Section 106 agreement at Brockhill. The initial transfer of two areas that contain the majority of the POS and drainage features will lead to the ‘unlocking’ of other transfer funds;
- Completion of a major ‘gateway’ project at Redditch Train Station that has transformed the site located between the train station and the Kingfisher Centre/Unicorn Hill;
- Ensured that major events taking place with the town centre/Church Green area have taken place successfully i.e. St Georges Day, Halfords Tour Series bicycle race;
- The major project to install the two new cremators at the Crematorium and the ancillary heat exchanger equipment will be completed by the end of 2012;
- Significant progress has been made with the Housing and Communities Agency with regard to the transfer of the last Community Related Asset package. The negotiations have now been extended as the HCA are looking to include the A435 expansion land on the eastern boundary of the Borough;
- Establishment of the new structures within the service and the development of a shared Arboricultural Service that operates

across Redditch and Bromsgrove as well as a limited shared Operational Service across both towns;

- Commenced discussions/negotiations with Worcs County Council with regard to what services and efficiencies we can share and what we can potential provide on their behalf;
- Initial discussions have taken place with Worcs Couth Council with a view to establishing a Lengthsman scheme in Redditch and Bromsgrove.

#### Waste Management and Cleansing

- 100% project – extension of AWC across the borough on recycling to further properties;
- Successful O&S scrutiny of recycling identified some actions to help improve recycling rates – being fed into transformation process;
- Shared Services – Appointment of a single management team;
- Two new multi-purpose 26 tonnes RCV's;
- Continued reduction of sickness absence stats at the depot;
- Publicity and awareness campaigns continued with:  
Mucky Pup Campaign;  
Love Food Hate Waste Campaign;  
Recycling/waste minimisation campaign over Christmas period.
- Agrippa advertising on waste collection vehicles continuing;
- Love Where You Live Campaign including:  
Volunteers – recruiting local volunteers/community groups;  
Tackling cigarette litter;  
Tackling litter in car parks.
- Agreed arrangements and improved partnership working to deal with snow clearance and gritting;
- Agreed process and way of dealing with single cars parked for sale on verges;
- Agreed Joint Strategy for dealing with fly-posting;

- Continuation of successful partnership with WCC to deal with graffiti in underpasses;
- Established joint depot Health & Safety meetings.

#### Climate Change

- Crematorium Energy Recovery Project;
- Phase 1 of the Solar PV project (Commercial buildings);
- Agreement to have a Graduate Placement; and
- Preparation for the upcoming Green Deal – we are ahead of other Councils.

#### Parks and Open Spaces

- **Achieved Green Flag status for Arrow Valley Country Park, Morton Stanley Park and Overdale Park**  
A great success for a Borough Council emulating the status of much larger authorities with far greater resource, all three parks achieved a high band score placing this achievement alongside those of the most recognised parks in the country .A great selling point for the Borough alongside the ‘in bloom’ success, providing great opportunities and quality facilities for our residents and customers.
- **Completed full site inventory/assessment for green/open spaces**  
The inventory ensures that the service complies with Health and Safety requirements and effectively manages the liability of the authority through effective recording and monitoring, vitally important in regard to play areas and increasingly so in relation to public space in the current climate of no win no fee compensation, the inventory/assessment provides the reassurance for our customers that the authorities green spaces are welcoming, clean and safe.
- **Improved stewardship projects and developed action points for improvement**  
With 50 hectares of land currently in either entry or higher level agreements improvements ensure a maximum return on grant funding and ensures improvements to the borough and county’s biodiversity actions. Our current actions to increase the amount of land in stewardship/ move all agreements to ‘higher level’ status and focus on nationally threatened habitat have been applauded by Natural England.

- **Undertook leasing/booking arrangements for third party hire of parks**  
The booking process has increased the provision of sport and physical activity within parks and green spaces and ensured the relevant insurance and competencies are held by third parties. The system has ensured a modest income stream and increases the range of activities on offer to our residents and customers in parks and green spaces.
- **Developed a monitoring process for s106 agreements**  
The monitoring process has enabled officers to effectively track 106 agreements, monitoring developments and trigger points to enable faster invoicing and effectively matching receipts to local need. The process enables a strong audit and project delivery process.
- **Developed Borough wide Green Space Forum**  
The green space forum is effectively the Parks and Green Spaces service key customer consultative body, the forum brings together our many friends group who have specific interest in local spaces and also recreational groups such as anglers, ramblers, volunteers and local historians. The forum in the past have conducted surveys on our behalf and work with our partners such as Natural England on important wildlife and habitat improvement projects.
- **Partnered Butterfly Conservation Trust in regard to habitat management for the Brown Hairstreak Butterfly**  
An important project that has emerged from our relationship with Natural England and the Butterfly Trust, which involves the mapping of habitat and the recording of butterflies in the south of the borough, the project benefits our forum group who will receive the necessary training to identify eggs and egg laying sites.
- **Increased voluntary hours within green space to 5040 hours per annum**  
Our two volunteer groups continue to play an important role within our management of green space undertaking numerous projects throughout the borough. Many of our volunteers contribute to our Green Space Forum and assist the service with recording of flora and fauna. Our regular voluntary days with HMP Hewell have continued and our projects have featured on the national agenda in regard to the restorative justice programme.
- **Achieved two public art features with partners in Arrow Valley Country Park and Overdale Park**  
Public art plays a significant role in providing green space with identity, two art features have been installed recently at two key green space venues. The arts project at Overdale Park was

undertaken in partnership with HMP Hewell and was a significant initiative that focussed on the restorative justice programme and recognised nationally as a progressive 'good news' story.

- **Undertook project with St Stephens School to provide an outdoor learning classroom**  
The recent project at St Stephens School was supported through our volunteer programme with HMP Hewell, the parks and green spaces service provided project supervision, labour and materials to install a valuable outdoor space.
- **Increased allotment occupancy rates**  
Our occupancy rates within allotments have increased to the highest ever at 98.5%, we are currently looking at maximising the opportunity to increase allotment provision on a site by site process, matching local demand to supply.
- **Supported the Winyates Green Allotments lottery bid providing a resource room and disabled access toilets**  
Our relationship with Winyates Green Allotment Association is a very positive one, officers supported their recent lottery bid to provide a resource room with disabled access toilet. The site is at full occupancy and has formed part of the 'in bloom' tour for the last few years.
- **Supported Dolphin Road Allotments lottery bid providing a disabled access toilet**  
The allotment association committee at Dolphin Road has seen significant change over the last year; officers have supported the new members of the committee in producing generic site paperwork and their recent successful lottery bid.
- **Resurfaced Mayfield's Park and Rowan Crescent Play areas**  
Two play areas have seen improvement over the past year with resurfacing to play surface.
- **Developed weekly 'Park Run' event at Arrow Valley Country Park with 120 current active volunteers**  
Park Run is a national event, staffed by volunteers and supported by the Parks team, a weekly 5km run in green space venues throughout the country.
- **Fields in Trust Dedication**  
5 green spaces have been proposed for dedication under the QE 2 criteria; Batchley Pond, Green lands, Headless Cross Green, Morton Stanley Park and Overdale Park. The dedication celebrates the Diamond Jubilee and holds the title and purpose of the green space in perpetuity.

## Health

- The Health and Well-Being Sub-group (a multi-agency sub-group of the Redditch Partnership) has been implementing its action plan with the following three priorities.
  - reducing obesity levels in Redditch;
  - reducing the number of people smoking in Redditch;
  - reducing levels of alcohol misuse in Redditch.

The Plan takes into consideration the needs identified through the Redditch Health Profile.

- Opportunities arose in late 2011 through the newly formed Redditch and Bromsgrove Clinical Commissioning Group (CCG). The Group identified a funding pot for Redditch and Bromsgrove of £250,000 for new health improvement projects. The CCG approved the following projects for the Borough following which a project plan for each individual initiative has been developed:
  - child accident prevention
  - healthier catering options
  - Worcestershire Works Well
  - Healthy eating and cooking
  - Mental health well-being
  - Cycling enterprises
- The Areas of Highest Need Project (Winning Winyates) secured an additional £50,000 of funding from Public Health. The funding has enabled the Raising Aspirations Project to be developed which works with local high schools, Barnardo's and Skill Force. The initiative aim is to reduce and prevent "risky behaviour" in 13-24 year olds, and improving both and health and well being, especially with reference to alcohol and substance misuse. It aims to raise aspiration, motivation and enhance the skills base in this population range in the Winyates Target area.

## **2.2. Please detail any areas of concerning performance in the year.**

### Climate Change

- Difficulties in accurately attributing emissions to each Council during the process of shared services. Suggest a 're-base-lining' of CO2 targets from 2012/13;



- Delivery of green deal and HECA may overtake other projects. Resourcing is tight.

### Health

The initial predicted outcomes for the Areas of Highest Need 'Raising Aspirations Project' have been a difficult to achieve. This has been due to increased competition from other funders and funding streams, targeting exactly the same young people. The project is being re-examined to assess feasibility and may have to move remaining funds to the lower age group.

### Landscape & Grounds Maintenance Services

- Need to address issues regarding the annual scheduled maintenance work to improve performance – this will be part of the Transformation process.
- Review of the extent of the shared service arcs two towns to ensure we make best use of the resources available – in terms of staff and assets.
- Need to establish detailed maintenance schedules for work in Bromsgrove to a) establish its true extent and b) establish exactly what resources are required to manage the areas effectively.
- Church Green – little progress has been made due to the complexity of the site and the involvement of numerous partners. The overall control of the proposed improvement plan sits with Planning but we are working very closely to try to make progress especially with St Stephens Church as any potential re-ordering of the church may significantly impact on what we do.

## **3. The Year Ahead**

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

### Transport & Supplies

- Stores transformation will continue;
- Investigate the use of fuel cards to purchase petrol;
- Remove the storage of petrol at the Crossgate Depot;
- Transformation within the workshop;
- Replace the existing security fence along one boundary at Crossgate Depot;

- Fire alarm upgrade to take place at the Depot;
- Undertake asbestos removal identified within the recent survey;
- Increased use of framework agreements for procurement has shown savings; and
- Implementing the e-procurement system within Stores.

### Landscape & Grounds Maintenance Services

- Transformation of the Service;
- Creating efficiencies and improvements via shared services;
- EEP works at Winyates;
- Completion of the instillation of the new cremators and heat exchanger at the Crematoriums.
- *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.

### Waste Management and Cleansing

- Transformation across waste, grounds and cleansing;
- Route Optimisation and 'in cab' technology to improve efficiencies of vehicles and resources;
- Switch to 'all grey/all green' waste collection across the Borough – will improve our ability to communicate with customers/ improve publicity;
- Recycling of Street Sweepings;

- Procurement of new large sweeper;
- Procurement of new vehicle to deal with graffiti – partnership funded with 'Choose How You Move' project;
- Partnership working with WCC to improve environmental maintenance operations on high speed roads.

### Climate Change

- Phase 2 of Solar PV project (Sheltered Housing Schemes);
- Green Deal – national retrofitting scheme for energy efficiency. HECA now puts an obligation on us to participate.
- Underspend on HRA solar pv budget of c£95K – identify alternative projects e.g. biomass boiler to replace existing gas boilers on communal schemes. Await launch of Renewable Heat Incentive (the feed in tariff for heat) in late 2012;
- Round 3 of Salix fund – identification of new projects. One scheme we would like to proceed with is replacing all the Palace Theatre Auditorium lights with LED versions at a cost of £2000, although payback will be within 2 years;
- Water Management internally needs to be looked at if time allows including how we can contribute to reduced drought conditions next summer;
- Choose how you Move – led by planning but has input from Climate Change team;
- Retender energy management service to allow us to monitor consumption in real time;
- Graduate placement scheme!
- Consider whether or not we wish to sign up to Climate Local (replacing the Nottingham Declaration);
- Completion and promotion of finished Crematorium Energy Recovery Project;
- Smart metering – role of LA's in roll out?
- Review Climate Change Strategy.

## Parks and Green Spaces

- **Produce Green Space Strategy**  
The Green Space Strategy will serve to drive the improvement of the boroughs parks and green spaces by matching people to place, providing quality spaces that match the needs of our residents and customers.  
The focus of the strategy will concentrate on the function of space and bring together key aims of improving well being, sport, recreation and to affinity to space.
- **Achieve Green Flag Status**  
It is an aspiration of the service to continue to improve the quality of key green space venues and remain within the top band of high scoring parks in the country. The Parks and Green Spaces team are currently looking at including one additional green space into our Green Flag application.
- **Allotment Report and Future Management Model**  
The allotment report will evaluate our current usage and explore the opportunities for improvement and bench mark our current provision against national standards and regional provision. The report will also present to members a new pricing and concessions model.
- **Parks Forum / Friends / Partners**  
The Parks service will produce a database of volunteers and enable the current parks forum to take a greater part in the consultative process. Through the BRAVO programme volunteers will have access to training opportunities improving their skills base and widening the opportunities for specialised activities.

## Health

- Following the Worcestershire Health and Well-being Board setting its five priorities for the County, the Redditch Health And Well-Being Sub-group will be focussing on these priorities at a local level. The priorities being: Older people and management of long term conditions; mental health; obesity; alcohol; and Acute hospital services;
- The six CCG projects identified in 2.1 above will begin to be implemented during the year with the aims for each project identified as follows:
  - Child accident prevention initiative: To reduce the risk and occurrence of accidents and injuries occurring in children under 5 years old, particularly those living in the most deprived areas;

- Healthier catering options: To influence food choices towards healthier options at canteens and mobile catering services located on or delivering to industrial estates in order to reach the target group of routine and manual workers;
  - Worcestershire Works: To support businesses and employees to maximise their contribution to society by improving health, reducing work related sickness absence and thus increasing productivity;
  - Healthy eating and cooking: To enable organisations within Redditch to deliver healthy eating and cookery sessions to those living in the most deprived areas;
  - Mental health and well being: To improve the mental wellbeing of the general public and those with low level mental health needs;
  - Cycling enterprises: To develop a skilled base of young people to manage and operate the scheme which will introduce a recreational exercise activity for visitors to the Arrow Valley Park and to reintroduce cycling as a positive activity and as a sustainable mode of transport.
- The Areas of Highest Need project will continue to develop and build on the health related initiatives for the Winyates areas. This includes: the work club, money management project, Christmas parcels and environmental enhancements.



**Actions requested by the Overview and Scrutiny Committee**

<b>Date Action Requested</b>	<b>Action to be Taken</b>	<b>Response</b>
19th June 2012  <b>1</b>	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  <b>2</b>	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
11th September 2012  <b>3</b>	Further information was requested regarding the action being taken to attract new tenants to Threadneedle House.	The information remains to be provided.  Lead Officer, Director of Finance and Corporate Resources, estimated completion date, unspecified.  TO BE COMPLETED.
11th September 2012  <b>4</b>	Officers were asked to provide further clarification regarding arrangements for PAT testing PCs issued to Councillors as well as details about the process for monitoring the implementation of PAT testing.	The information remains to be provided.  Lead Officer, Head of Finance and Resources, estimated completion date, unspecified.  TO BE COMPLETED.







## Executive Committee

18th September 2012

### MINUTES

#### Present:

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

#### Officers:

K Dicks, C Felton, J Godwin, D Hancox, S Hanley, J Heyes, S Horrobin, T Kristunas and S Sellers

#### Committee Services Officer:

I Westmore

#### 62. APOLOGIES

There were no apologies for absence.

#### 63. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 64. 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:

- Concessionary Rents Policy; and
- Sickness Policy – Review.

#### 65. MINUTES

##### RESOLVED that

**the minutes of the meeting of the Executive Committee held on 21st August 2012 be confirmed as a correct record and signed by the Chair.**

.....  
Chair

**66. COUNCIL TAX SUPPORT SCHEME**

A report was received which set out proposals for the Localisation of Council Tax Support and the measures which might form the basis of a consultation exercise during coming months. The Council needed to consider such a course of action as a Council Tax billing authority.

The Committee was informed of the expectation county-wide that only around half of the anticipated shortfall would be collected in Worcestershire, with the most significant impact being to the revenue of the major precepting authority, the County Council. The Borough Council, the West Mercia Police Authority and Hereford and Worcestershire Fire and Rescue Authority would also experience cuts to their revenue. Officers explained that the lack of a county-wide consensus on the approach to bridging the shortfall had resulted from Wyre Forest District Council adopting a unilateral approach in response to its particular financial situation.

Members noted that a body of measures had been compiled for the purposes of the consultation which, for Redditch, had the potential to fund the total shortfall should they be implemented in their entirety. Members regretted that they were placed in a position by central Government whereby they needed to impose this additional expense on local residents. It was generally accepted that those who were in a better position to pay should bear the majority of the burden. Officers undertook to provide Councillor Gandy with additional information on second-home ownership in the Borough following the meeting.

**RESOLVED that**

- 1) consultation on a local Council Tax support scheme and technical reforms to Council Tax commence with key stakeholders for a minimum 8 week period on the basis set out in the report be approved; and**
- 2) the submission of a further report on Council Tax support and technical reforms to Council Tax for Executive Committee consideration following the consultation be noted and that recommendations on this will be made to full Council.**

**67. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD ENDING 30TH JUNE 2012**

The Committee considered the latest quarterly monitoring report which provided details of the Council's performance with respect to sickness absence. Officers informed the Committee that the Council

was in a favourable position compared to the same period the previous year and that sickness absence was now lower than for the average across the public sector. It was noted that sickness absence was approaching levels to be found in the private sector and Members expressed the desire that the recent improvements be continued and built upon.

**RESOLVED that**

**the data relating to the first quarter (April – June 2012) be noted.**

**68. FLY-POSTING ENFORCEMENT STRATEGY**

Members received a presentation and report detailing the key points to be introduced through a new Fly-Posting Enforcement Strategy which was being jointly introduced with Bromsgrove District Council. It was noted at the outset that Bromsgrove District Council Cabinet had recommended approval of the Joint Strategy, whilst suggesting that adequate publicity measures be in place and that non-commercial organisations be treated in a fair manner.

Officers highlighted that this was the first time the Council had actively targeted this problem in a coordinated manner, bringing together the disparate legislative strands into a common strategic approach. Members warmly welcomed the focus on this aspect of anti-social behaviour and wished it success. In response to a specific query around the 48 hour notice period for removal of adverts containing the details of the advert owner or beneficiary, Officers undertook to investigate whether there was any scope to deal with instances of short-term advertising or whether the notice period was prescribed through legislation.

**RECOMMENDED that**

**the Joint Fly-Posting Enforcement Strategy and associated policies attached at Appendix 1 to the report be approved.**

**69. ROUNDABOUT SPONSORSHIP POLICY**

The Committee considered a report which set out proposals for engagement with local businesses and commercial organisations to realise sponsorship opportunities within high profile locations across the Borough. The background to submission of this report was the need to achieve income targets for Leisure and Cultural Services and a long-standing desire by Members and Officers to use the various roundabouts in the Borough for this purpose.

Members were informed that the Council had previously held detailed discussions with external parties with a view to achieving sponsorship of various roundabouts, but Officers were now of the opinion that internal control of the process was the most effective and beneficial way to proceed. The Committee warmly welcomed the progress that was being made in this regard and expressed the wish that Officers and potential sponsors adopt an imaginative approach to this opportunity, for instance by exploring the potential for good quality public art.

**RECOMMENDED that**

- 1) **the policy on Sponsorship and Advertising on roundabouts be approved and adopted; and**
- 2) **authority be delegated to the Head of Leisure and Cultural Services in consultation with the Portfolio Holder for Leisure and Tourism to agree the sponsorship fees with a maximum 20% plus/minus variance of approved charges.**

**70. DISPOSAL OF PROPERTY - SALOP ROAD COMMUNITY CENTRE AND 132 OAKLY ROAD**

A report was considered which was requesting the Committee to declare two properties, the former Salop Road Community Centre and 132 Oakly Road, as surplus to requirements and thereby available for disposal.

Members were informed that both properties had been offered to Housing Services which had declined in both instances as neither property was deemed suitable for letting as part of the Council's housing stock. In addition, the Salop Road property had been available for a number of years but Officers had been unable to let it to any other organisation.

Whilst the disposal of these two properties was supported on this occasion, there was some concern expressed that the Council develop a proper ongoing property strategy to avoid the possibility of an incremental diminution of the Council's property assets. Officers confirmed that a review was taking place of wider public and community sector assets with a view to the development of a strategy in due course.

**RECOMMENDED that**

- 1) **the site of the former Community Centre at Salop Road; and**

- 2) **the former refuge, 132 Oakly Road**

**be declared surplus to requirements and available for disposal.**

**71. VOLUNTARY AND COMMUNITY SECTOR GRANTS PROGRAMME 2013/14**

A report containing recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2013/14 was considered by Members. Following an audit of the VCS Grants Policy, a number of proposals were also being recommended in order that the policy might be strengthened.

The Committee highlighted the levels of support to the VCS which had been provided by the Council over a number of years and praised the support provided to the grants process and local organisations by the Council's Voluntary Sector Grants Coordinator. In response to a query regarding disagreements over the provision of adequate financial information by VCS organisations following requests from the Council, Officers commented that the strengthening of the Policy was being undertaken for reasons such as this.

**RECOMMEND that**

- 1) **the following themes and percentages of funding be allocated for the 2013/14 voluntary and community sector grants process:**
- i) **Independent Communities = £135,000 – see 3.3.1**
  - ii) **Community Development = £ 55,000 – see 3.3.2**
  - iii) **Thriving Communities = £ 20,000 – see 3.3.3**
  - iv) **Community Welfare = £ 20,000 – see 3.3.4**
  - v) **Stronger Communities Grant Programme = £ 15,000 – see 3.3.5**
  - vi) **£1,000 be allocated from the Grants budget for the use by the Grants Team to deliver:**
    - a) **networking and promotional events;**
    - b) **advertising and communication support;**
    - c) **newsletters;**

(See paragraph 3.3 of the report for background & full breakdown of theme splits and key project support areas);

- 2) **delegated authority for final approval in respect to the Stronger Community Grants to the Head of Community Services be continued; and**
- 3) **the changes detailed at paragraph 4.4 of the report designed to strengthen the Voluntary & Community Sector Grants Policy be approved.**

**72. OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the meeting of the Overview and Scrutiny Committee held on 14th August 2012 were considered by the Committee.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 14th August 2012 be received and noted.**

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

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

**74. ADVISORY PANELS - UPDATE REPORT**

The most recent report on the activity of the Council's Advisory Panels and similar bodies was received and noted.

**75. ACTION MONITORING**

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

**76. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

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

**Item 16 – Unit 7, Woodrow Centre – Concessionary Rent.**

**77. UNIT 7 - WOODROW CENTRE - CONCESSIONARY RENT**

The Committee received a report in respect of the proposed letting of Unit 7, Woodrow Centre to a VCS organisation at a concessionary rent. Members had deferred a decision on this matter at the previous meeting of the Committee pending the receipt of additional information.

[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).]

The Meeting commenced at 7.00 pm  
and closed at 8.20 pm

.....  
Chair





By virtue of paragraph(s) 3 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](http://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](http://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](mailto: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	<b>Key</b>	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	<b>Key</b>	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	<b>Key</b>	Councillor Phil Mould	
6	Executive	18 Sep 2012		Roundabout Sponsorship Policy	<b>Key</b>	Councillor Luke Stephens	
7	Executive	18 Sep 2012		Grants Programme - 2013/14	<b>Key</b>	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	<b>Key</b>	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	<b>Key</b>	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	<b>Key</b>	Councillor Phil Mould	
20	Executive	15 Jan 2013		Fees and Charges 2013/14	<b>Key</b>	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	<b>Key</b>	Councillor Mark Shurmer	New date to be identified
23	Council		12 Jan 2011	Town Centre Landscape Improvements (including Church Green)	<b>Key</b>	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><b>LEAD MEMBER / PORTFOLIO HOLDER</b> Councillor Phil Mould</p>	<p><b>ITEM</b> Budget Preparation Guidelines</p>	<p><b>WARDS AFFECTED</b> All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Finance and Resources</p> <p><b>REPORT AUTHOR</b> J Pickering - Exec Director (Finance and Corporate Resources)</p>	<p><b>SUMMARY</b> To set guidelines for the preparation of the 2013/14 budget and receive the Initial Estimates for 2014/15 and 2015/16.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Item No. 3

**KEY DECISION**

Proposed to be made by the Executive on 18 Sep 2012

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b> Councillor Phil Mould</p>	<p><b>ITEM</b> Disposal of Property - Salop Road Community Centre and 132 Oakly Road</p>	<p><b>WARDS AFFECTED</b> (Central Ward);</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Finance and Resources</p> <p><b>REPORT AUTHOR</b> T Kristunas, Head of Finance and Resources</p>	<p><b>SUMMARY</b> To seek approval for the disposal of two properties:</p> <ul style="list-style-type: none"> <li>• Salop Road Community Centre; and</li> <li>• 132 Oakly Road</li> </ul> <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"> <li>• The financial or business affairs of any particular person (including the authority holding that information; and</li> </ul> <p>In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b> To gain approval for disposal of Salop Road Community Centre</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
DECISIONS TO BE MADE IN PARTNERSHIP WITH		

**Item No. 5**

**KEY DECISION**

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

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

<b>LEAD MEMBER / PORTFOLIO HOLDER</b>	<b>ITEM</b>	<b>WARDS AFFECTED</b>
<p>Councillor Luke Stephens</p> <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Leisure and Cultural Services</p> <p><b>REPORT AUTHOR</b> J Heyes Business Development Manager</p>	<p>Roundabout Sponsorship Policy</p> <p><b>SUMMARY</b> To consider a policy for the sponsorship of roundabouts in Redditch.</p>	<p>All Wards;</p> <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b> To approve recommended process</p>
<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
<p>Advertising planning applications.</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><b>LEAD MEMBER / PORTFOLIO HOLDER</b> Councillor Bill Hartnett</p>	<p><b>ITEM</b> Grants Programme - 2013/14</p>	<p><b>WARDS AFFECTED</b> All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Community Services</p> <p><b>REPORT AUTHOR</b> D Hancox Voluntary Sector Grants Co-ordinator</p>	<p><b>SUMMARY</b> 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><b>REASONS FOR BEING ON THE FORWARD PLAN</b> To approve recommended funding allocations for Redditch Borough Council's Grants Programme 2013/14</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
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

<b>LEAD MEMBER / PORTFOLIO HOLDER</b>	<b>ITEM</b>	<b>WARDS AFFECTED</b>
<p>Councillor Greg Chance</p> <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Community Services</p> <p><b>REPORT AUTHOR</b> J Willis Acting Head of Community Services</p>	<p><b>SUMMARY</b> 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><b>REASONS FOR BEING ON THE FORWARD PLAN</b> To authorise expenditure</p>
<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>

DECISIONS TO BE MADE IN PARTNERSHIP WITH



**KEY DECISION**

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

<b>LEAD MEMBER / PORTFOLIO HOLDER</b>	<b>ITEM</b>	<b>WARDS AFFECTED</b>
<p>Councillor Mark Shurmer</p> <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b>                      Joint report of the Head of Community Services and Head of Housing</p> <p><b>REPORT AUTHOR</b>                      M Bough                      Housing Policy and Performance Manager</p>	<p><b>Tenancy Strategy and Policy 2012 - 2014</b></p> <p><b>SUMMARY</b>                      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"> <li>• The kinds of tenancies that they grant;</li> <li>• The circumstances in which they will grant a tenancy of a particular kind;</li> <li>• Where they grant tenancies for a fixed term, the length of the term;</li> <li>• The circumstances in which they will grant a further tenancy on the ending of the existing one.</li> </ul>	<p>All Wards;</p> <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b>                      The Council is required by the Localism Act 2011 to implement a Tenancy Strategy</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
Consultation Events	<b>Stakeholders</b> 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

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

DECISIONS TO BE MADE IN PARTNERSHIP WITH

**KEY DECISION**

Proposed to be made by the Executive on 15 Jan 2013

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

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><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> None.</p> <p><b>REPORT AUTHOR</b> L Tompkin, Head of Housing</p>	<p>Housing Allocations Policy - Review</p> <p><b>SUMMARY</b> To consider a review of the Housing Allocations Policy.</p>	<p>(No Specific Ward Relevance);</p> <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
<p>DECISIONS TO BE MADE IN PARTNERSHIP WITH</p>		

**KEY DECISION**

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

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

DECISIONS TO BE MADE IN PARTNERSHIP WITH



# Overview and Scrutiny

No Direct Ward Relevance

## Committee

9th October 2012

### WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
<b>ALL MEETINGS</b>	<b>REGULAR ITEMS</b>	<b>(CHIEF EXECUTIVE)</b>
	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
	<b>REGULAR ITEMS</b> 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

9th October 2012

	<p><b>REGULAR ITEMS</b></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>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>
<b>OTHER ITEMS - DATE FIXED</b>		
<b>9th Oct 2012</b>	Dial a Ride Extended Service - Feasibility Study	Relevant Lead Head of Service
<b>9th Oct 2012</b>	Increasing Rates of Recycling – Monitoring Update Report	Relevant Lead Head of Service
<b>9th Oct 2012</b>	Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Transport	Councillor Chance
<b>9th Oct 2012</b>	Portfolio Holder Annual Report – Written Report – Local Environment and Health	Relevant Lead Heads of Service



# Overview and Scrutiny

Committee

9th October 2012

<b>9th Oct 2012</b>	Quarterly Budget Monitoring – Quarter 1 – April – June 2012	Relevant Lead Head of Service
<b>6th Nov 2012</b>	Concessionary Rents – Pre-Decision Scrutiny and Short-Sharp Review Outcomes	Relevant Lead Head of Service / Councillors Brazier and Brunner
<b>6th Nov 2012</b>	Portfolio Holder Annual Report – Local Environment and Health	Councillor Debbie Taylor
<b>6th Nov 2012</b>	Portfolio Holder Annual Report – Written Report – Community Safety and Regulatory Services	Relevant Lead Heads of Service
<b>6th Nov 2012</b>	Redditch Sustainable Community Strategy – Monitoring Update Report	Relevant Lead Heads of Service
<b>6th Nov 2012</b>	Sickness Policy Pre-Scrutiny Short, Sharp Review	Relevant Lead Head of Service / Councillors Fisher and Witherspoon
<b>6th Nov 2012</b>	Transformation Performance Update	Relevant Lead Head of Service
<b>6th Dec 2012</b>	West Midlands Regional Scrutiny Network Meeting	
<b>11th Dec 2012</b>	Update Report – Promoting Redditch Task and Finish Group	Relevant Lead Heads of Service
<b>11th Dec 2012</b>	Anti-Social Behaviour Task and Finish Group - Monitoring Update Report	Relevant Lead Heads of Service

# Overview and Scrutiny

Committee

9th October 2012

<b>11th Dec 2012</b>	Portfolio Holder Annual Report – Community Safety and Regulatory Services	Councillor Blake
<b>11th Dec 2012</b>	Portfolio Holder Annual Report – Written Report – Leisure and Tourism	Relevant Lead Heads of Service
<b>11th Dec 2012</b>	Quarterly Budget Report – Quarter Two – July – September 2012	Relevant Lead Head of Service
<b>8th Jan 2013</b>	Fees and Charges 2013/14 – Pre-Scrutiny	Relevant Lead Heads of Service
<b>8th Jan 2013</b>	Market Scrutiny Task Group – Final Report	Councillor Brazier
<b>8th Jan 2013</b>	Overview and Scrutiny Recommendation Tracker – Mid-Year Report	Relevant Lead Heads of Service
<b>8th Jan 2013</b>	Portfolio Holder Annual Report – Leisure and Tourism	Councillor Stephens
<b>8th Jan 2013</b>	Portfolio Holder Annual Report – Written Report – Housing	Relevant Lead Heads of Service
<b>5th Feb 2013</b>	Access for Disabled People Task Group – Monitoring Update Report	Relevant Lead Heads of Service
<b>5th Feb 2013</b>	Disabled Access Group – Update Report on Support	Relevant Lead Heads of Service

# Overview and Scrutiny

Committee

9th October 2012

<b>5th Feb 2013</b>	Portfolio Holder Annual Report – Housing	Councillor Shurmer
<b>5th Feb 2013</b>	Portfolio Holder Annual Report – Written Report – Community Leadership and Partnership	Relevant Lead Heads of Service
<b>5th March 2013</b>	Arts and Culture Centre Task Group - Final Report	Councillor Hopkins
<b>5th March 2013</b>	Portfolio Holder Annual Report – Community Leadership and Partnership	Councillor Hartnett
<b>5th March 2013</b>	Draft Overview and Scrutiny Annual Report	Councillor Brunner
<b>21st March 2013</b>	West Midlands Regional Scrutiny Network	
<b>2nd April 2013</b>	Youth Services Provision Task Group – Monitoring Update Report	Relevant Lead Head of Service
<b>May 2013</b>	Promoting Sporting Participation – Monitoring Update Report	Relevant Lead Head of Service
<b>OTHER ITEMS – DATE NOT FIXED</b>		
	Disabled Parking in the Former Covered Market Area – Outcomes of the Review	Relevant Lead Heads of Service

# Overview and Scrutiny

Committee

9th October 2012

	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