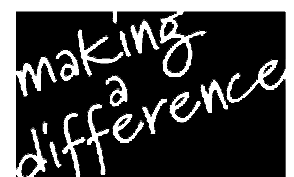


# Overview and Scrutiny Committee

Tuesday, 8th January,  
2013  
7.00 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  
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[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, 8th January, 2013

7.00 pm

Committee Room 2 Town Hall

### Agenda

#### Membership:

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

<b>1. Apologies and named substitutes</b>	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.
<b>2. Declarations of interest and of Party Whip</b>	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.
<b>3. Minutes</b> (Pages 1 - 14)	To confirm the minutes of the following meetings of the Overview and Scrutiny Committee as a correct record: <ul style="list-style-type: none"><li>• Thursday 29th November 2012; and</li><li>• Tuesday 11th December 2012.</li></ul> (Minutes attached) <b>(No Specific Ward Relevance);</b>
<b>4. Medium Term Financial Plan - 2013/14- 2015/16</b> T Kristunas, Head of Finance and Resources	To receive a presentation on the subject of the Medium Term Financial Plan 2012/13 – 2015/16 and the Council's budgetary position going forward. (Presentation to follow). <b>(No Specific Ward Relevance);</b>
<b>5. Overview and Scrutiny - Biannual Recommendation Tracker</b> (Pages 15 - 32)	To receive an update on actions that have been taken to implement recommendations that have been made by the Committee in the first half of 2012/13. (Report attached). <b>(No Specific Ward Relevance);</b>

# Overview and Scrutiny

Committee

Tuesday, 8th January, 2013

<p><b>6. Actions List</b> (Pages 33 - 38)</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>
<p><b>7. Executive Committee Minutes and Scrutiny of the Executive Work Programme</b> (Pages 39 - 54)</p>	<p>To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Executive Work Programme are suitable for scrutiny. (Minutes and Executive Work Programme attached).</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>8. Task &amp; Finish Reviews - Draft Scoping Documents</b></p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>9. Task and Finish Groups - Progress Reports</b></p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ul style="list-style-type: none"><li>a) Arts and Culture Centre – Chair, Councillor Gay Hopkins;</li><li>b) Redditch Market – Chair, Councillor Andrew Brazier.</li></ul> <p>(Oral reports)</p> <p><b>(No Specific Ward Relevance);</b></p>
<p><b>10. 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.</p> <p>(Verbal report)</p> <p><b>(No Specific Ward Relevance);</b></p>

# Overview and Scrutiny

Committee

Tuesday, 8th January, 2013

## 11. 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);**

## 12. Work Programme

(Pages 55 - 60)

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, 8th January, 2013

## 13. 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’.

**(No Specific Ward Relevance);**





# Overview and Scrutiny Committee

Thursday, 29th November, 2012

## MINUTES

### Present:

Councillor Simon Chalk (Vice-Chair) and Councillors Joe Baker (substituting for Councillor Witherspoon), Andrew Brazier, David Bush, John Fisher, Andrew Fry and Gay Hopkins

### Also Present:

Councillors Roger Bennett, Michael Braley, Carole Gandy, Adam Griffin, Bill Hartnett, Roger Hill, Yvonne Smith, Debbie Taylor and Pat Witherspoon (arrived at the meeting late).

### Officers:

J Pickering

### Democratic Services Officers:

J Bayley and M Craggs

## 109. APOLOGIES AND NAMED SUBSTITUTES

An apology was received on behalf of Councillor Pat Witherspoon and Councillor Joe Baker was confirmed as her substitute. Apologies were also received from Councillors Juliet Brunner and Pattie Hill.

## 110. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

## 111. OUTLINE BUDGET - PRESENTATION

The Committee received a presentation on the Council's outline financial situation from 2013/14 to 2015/16.

Members were advised that a one per cent staff pay award from 1st April 2013 was anticipated. Furthermore, it was expected that a number of staff would receive incremental pay instalments. Alongside these payments the Council was due to accrue additional

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Chair

# Overview and Scrutiny Committee

Thursday, 29th November, 2012

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fuel costs whilst it was anticipated that there would be increased public demand for Council services, especially within Sport and Leisure, during the year.

The Committee received information on anticipated Council savings during the three year period, including through staff vacancy savings. However, Members were informed that these had been relatively minimal to date due to the struggling jobs market.

On the date of the meeting the government had yet to announce the final government grant figure for the local authority, however Members were advised that this could potentially involve a forty per cent cut in funding received over the next three year period. The Committee was informed that senior managers had been tasked with identifying any savings within their department in the meantime. All staff had also been asked to eliminate any waste that was not helping the customer in order to help realise new savings and efficiencies.

The Council was to receive a reduction in Council Tax benefit funding from Government. It was thought this would approximately amount to a ten per cent reduction during 2012/13. It was also anticipated that the Council Tax Freeze Grant from Government would disappear by 2015/16, leaving the Council approximately £600,000 short from Council Tax receipts from that year.

Members were referred to the anticipated costs involved through welfare reform and the move to a universal credit scheme. The Committee was also informed of the potential financial implications of the introduction of the *Community Right to Challenge* and the *Community Right to Bid* in accordance with the Localism Act.

Finally, Members were informed that no budget bids would be accepted in early 2013 without clear funding plans.

The Committee returned a few comments and questions, including on Council savings through utilities and solar panel installations. Members also asked whether they could receive training on providing debt advice to affected residents.

## **RESOLVED that**

- 1) the Committee receive a presentation on the Medium Term Financial Plan at its forthcoming meeting on 8th January 2013; and**
- 2) the report be noted.**

# **Overview and Scrutiny Committee**

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Thursday, 29th November, 2012

The Meeting commenced at 7.00 pm  
and closed at 7.40 pm





# Overview and Scrutiny Committee

Tuesday, 11th December, 2012

## MINUTES

### Present:

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

### Also Present:

Councillors Roger Bennett, Michael Braley and Carole Gandy.

### Officers:

C Felton, T Kristunas and J Staniland

### Committee Services Officer:

J Bayley and M Craggs

### EXTRACT FROM THE MINUTES – MINUTE 113

#### 109. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

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

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

#### 111. MINUTES

The Committee noted that at the previous meeting Members had discussed the appropriate level of detail to include in minutes of a Committee meeting and it had been suggested that further detail could have been added to the minutes of the meeting held on 9th October 2012. However, Officers were not required to take a verbatim record of proceedings and it had been concluded that no additional detail could be added to this set of minutes.

Officers suggested that in future if it was considered to be appropriate to minute a particular item of the Committee's debate in

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Chair

# Overview and Scrutiny Committee

Tuesday, 11th December, 2012

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detail a specific request to this effect should be made by Members during the meeting.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 6th November 2012 be approved as a true and correct record of the meeting and signed by the Chair.**

**112. QUARTERLY BUDGET MONITORING REPORT - QUARTER 2 - JULY - SEPTEMBER 2012**

Officers provided an overview of the report which detailed the Council's financial position for the period April to September 2012.

Members sought clarification on a number of figures contained within the report and related issues, including the present arrangements for receiving Section 106 income, and what was being done to reduce the number of empty industrial units within the Borough. Officers explained that efforts were continuing to be made to attract new tenants to empty properties. However, the prevalence of vacant properties was reflective of difficult economic times and was not an issue restricted to Redditch. It was agreed that additional information on this subject should be presented for the consideration of the committee in due course.

Having noted the capital budget figures for the Leisure and Cultural Services Department, Members requested an update on the introduction of more informal games opportunities in open spaces across the Borough, especially the installation of table tennis tables, as recommended by the Promoting Sporting Participation Task and Finish Group.

**RESOLVED that**

**the report be noted.**

**113. CONCESSIONARY RENTS - PRE-SCRUTINY SHORT, SHARP REVIEW**

Before Members considered the final report of the Pre-Scrutiny Short, Sharp Review, Officers delivered a presentation on the Council's draft new policy for granting concessionary rents to voluntary sector organisations (VSOs). This explained that a policy was being introduced to ensure that the Council's approach to offering rent relief to VSOs was fair, transparent, equitable, and consistent.

# Overview and Scrutiny Committee

Tuesday, 11th December, 2012

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It was anticipated that the introduction of the new policy would accelerate the process for suitable VSOs to obtain grants. Members heard that VSOs would be able to apply for rent concessions up to a 70 per cent ceiling if they met certain criteria. Applications for concessionary rents would need to be submitted via the Council's Grants Panel which would then make recommendations to relevant Officers to make a final decision on whether rent relief was appropriate. VSOs were not necessarily required to submit full business cases unless they were appealing for a concession in excess of the 70 per cent ceiling.

Concern was expressed that the issue of rent reliefs could give some VSOs an unfair competitive advantage within in the Borough as costs would be reduced. Officers explained that the Council would mitigate this by not allowing two competing businesses to be positioned in the same Council owned business centre.

The Committee then received a summary of the final report of the pre-scrutiny review which was undertaken by Councillors Brunner and Brazier. Members were referred to the eight recommendations within the report and were provided with a rationale for each proposal.

The Councillors on the pre-scrutiny review commented that all VSOs should be required to provide a business case to explain why they were applicable to receive rent relief. It was thought that this would be beneficial to all parties involved, as it would strengthen the applications that were made. It could also give VSOs at the outset of the process a much clearer idea of whether they should proceed with an application.

It was also suggested that VSOs should be able to apply for five year leases rather than be restricted to a three year lease as proposed within the new policy. This would make some applications more viable for the VSO involved. However, on the other hand it was noted that other VSOs would not require a lease for a five year period.

The pre-scrutiny review had referred to a charitable organisation that provided comprehensive advice to VSOs on property issues. It had been suggested that the expertise held by the organisation could be utilised at a minimal cost to strengthen the overall concessionary rents process. However, while the principle behind the recommendation was accepted, concern was raised that the Council should not necessarily endorse any specific independent organisation without further examination of its operations. It was

# **Overview and Scrutiny Committee**

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therefore agreed that the recommendation should be made more generic so that assistance could be obtained from a wider field of independent organisations.

The Committee felt that communicating the new policy effectively was extremely important, especially to VSOs that currently did not pay any rent at all on Council owned property. Members were generally supportive of the recommendation that workshops be held to promote and publicise the policy, although concerns were expressed about the potential costs involved.

There was general support amongst the Committee that a review should be undertaken of the new policy after its inception. However, the appropriate timeframes for this review were debated and it was suggested that the Council could monitor the policy on a more regular basis.

Finally, Members commented that the final recommendation within the pre-scrutiny report was superfluous as it was essentially covered by the first recommendation. Councillors Brunner and Brazier accepted the suggestion.

## **RECOMMENDED that**

- 1) the Draft Policy attached at Appendix 1 to the report be approved, and implemented with immediate effect for new tenancies, subject to the further recommendations from the Overview and Scrutiny Committee being approved (as listed below in recommendations 4 to 10);**
- 2) transitional arrangements be introduced with effect from 1st April 2013 to allow the policy to be fully implemented over a three year period taking into account the terms of existing leases;**
- 3) authority be delegated to the Head of Finance and Resources in conjunction with the Council's Voluntary Sector Grants Co-ordinator to approve concessionary rents/rent relief in line with the draft policy attached at Appendix 1 to the report;**
- 4) that any Council policy on concessionary rents ensure that a consistent, fair, clear and transparent approach is applied to dealing with applications from third sector organisations;**



# **Overview and Scrutiny Committee**

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- 5) that any third sector organisation looking to obtain a concessionary rent from the Council be required to submit a detailed business case outlining their plans for a particular property;
- 6) that Officers facilitate a series of workshops to advertise and promote the new policy to the third sector in Redditch;
- 7) that the Council work with the local media and utilise social networks and its own website to publicise the new policy to the third sector in Redditch;
- 8) that each approved concessionary rent agreement be for a minimum five year duration, include a three year break clause, and be monitored on an annual basis;
- 9) that the Council undertake a review of the approved policy twelve months after its inception;
- 10) Officers further investigate suitable organisations to which third sector groups could be signposted with regard to obtaining independent advice on renting and managing properties; and

**RESOLVED that**

**the reports be noted.**

## **114. OVERVIEW AND SCRUTINY - SIX MONTH REVIEW OF THE COMMITTEE FUNCTION**

Officers provided an overview of a report which enabled Members to review the Committee's achievements during the first six months of the 2012/13 municipal year and to consider whether any improvements could be made to the process.

In particular, Members were advised to consider whether the current approach to holding Portfolio Holders to account via an annual report process was the most effective form of accountability. Concern was raised that the process had become especially onerous for Officers and was lengthening the duration of Committee meetings quite considerably. Furthermore, during the previous five years the Committee had only made six recommendations as part of the process.

# Overview and Scrutiny Committee

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The Committee was therefore advised to consider how it might better direct its resource and expertise more effectively. It was suggested that Members could place a greater focus on undertaking thorough and comprehensive reviews on the current performance and operation of the Council. It was also proposed that the effect of Transformation and Shared Services on the Council's performance could be a suitable area for the Committee to review. It was suggested that the Committee was far more effective when Members were given sufficient time to carry out a full investigation.

Members were very much supportive of the proposed changes as included within the report. However, Members remained to hold Portfolio Holders to account for the work that they did. It was commented that Portfolio Holders should only be called before the Committee when this was timely, rather than as part of an overly bureaucratic process. As part of this process the Portfolio Holders could be invited to present information and answer questions during scrutiny of service Transformation and Shared Services by the Committee.

## **RESOVED that**

- 1) the Portfolio Holder Annual Report process be discontinued with immediate effect;**
- 2) the Committee focus on investigating the effects of service Transformation and Shared Services on the Council's current performance; and**
- 3) the report be noted.**

## **115. PORTFOLIO HOLDER ANNUAL REPORT - WRITTEN REPORT - LEISURE AND TOURISM**

Having taken the decision under the previous item to discontinue the Portfolio Holder Annual Report process, Members took no further action with the report.

## **RESOLVED that**

**the report be noted.**

## **116. ACTIONS LIST**

Members noted that information regarding apprenticeship opportunities for young people in the Borough had recently been provided. In addition, following publication of the agenda pack,

# Overview and Scrutiny Committee

Tuesday, 11th December, 2012

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Officers had provided further information about allotments situated in the town.

**RESOLVED that**

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

**117. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE WORK PROGRAMME**

The Committee received the minutes of the Executive Committee meeting held on 20th November 2012 and considered the latest edition of the Executive Committee Work Programme.

The Chair commented that the Executive Committee had endorsed all of the recommendations within the Sickness Policy Pre-Scrutiny Short-Sharp Review Final Report and congratulated the two members of the review group, Councillors Fisher and Witherspoon, on the outcome.

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 20th November 2012 and the latest edition of the Executive Committee Work Programme be noted.**

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

There were no draft scoping documents.

**119. 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 group had recently undertaken a number of visits to locations in and outside the Borough.

The group had already received a considered number of responses to its public consultation on the possible introduction of an arts and cultural centre in Redditch. It was expected that the final figure would be in excess of 300 responses. Councillor Pattie Hill was thanked for her help in

# Overview and Scrutiny Committee

Tuesday, 11th December, 2012

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distributing copies of the group's questionnaire amongst local residents.

On behalf of the group, Councillor Hopkins requested that the Committee defer its consideration of the final report by four weeks to allow sufficient time for the review to be completed.

b) Redditch Market – Chair, Councillor Andrew Brazier

Councillor Brazier explained that the review group had recently visited Bromsgrove Market to speak with customers and, primarily, traders about what they considered to constitute a successful market. It was expected that a visit to Kidderminster Farmers Market would take place in the New Year.

The group had also been undertaking consultation work, the initial findings of which would be discussed at their forthcoming meeting.

**RESOLVED that**

- 1) **due to a delay in starting the review the deadline for the Arts and Cultural Centre Task Group be extended to Tuesday 2nd April 2013; and**
- 2) **the update reports be noted.**

**120. HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Witherspoon, the Committee's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), informed the Committee that no meeting had taken place since the previous update provided.

Members were instead referred to a number of relevant forthcoming dates, including: a meeting of the Worcestershire Clinical Commissioning Group (CCG) on 12th December; a Joint Services Review (JSR) meeting on 18th December; and a meeting of the Worcestershire NHS Trust Board on 19th December 2012.

**RESOLVED that**

**the report be noted.**

# **Overview and Scrutiny Committee**

Tuesday, 11th December, 2012

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## **121. REFERRALS**

There were no referrals.

## **122. WORK PROGRAMME**

In line with the Committee's earlier decision to focus on scrutinising service Transformation and Shared Services, Members requested training on both subjects.

Members were also reminded that a scrutiny training session, to be provided by an external facilitator, would take place on Thursday 17th January at 6.30pm in the Council Chamber.

**RESOLVED that**

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

The Meeting commenced at 7.01 pm  
and closed at 9.15 pm



**Overview and Scrutiny Recommendations Tracker**  
**Recommendations made directly by the Overview and Scrutiny Committee 2012/13**

Date of O&S Committee	Recommendation	Date considered by Executive Committee	Comments on action taken to implement the Committee's recommendations (where required).
31/05/12	<p><b>Promoting Sporting Participation Task and Finish Group</b></p> <p>Recommended that</p> <p>1) A new independent website be created to promote sport and leisure in Redditch, be maintained and updated on a constant basis, and possess its own domain name to give it its own distinct identity;</p>	26/06/12	<p><b>These recommendations were all APPROVED.</b></p> <p>The Overview and Scrutiny Committee is due to receive a monitoring update report in May 2013 which will provide a more detailed assessment of the progress that has been made in implementing the group's recommendations.</p> <p><u>Comment recommendation 1)</u></p> <p>It was agreed by CMT for a small group to review the current website and development plans. To review the platform and content manager software that the Council's website runs on. Currently the website is hosted by the County Council.</p> <p>It is acknowledged that the current content management system, Alterian, works well and is quite user friendly. A great deal of time and effort has gone into training staff to use the software so it may not be necessary or desirable to change this. However, the website itself may benefit from</p>

	<p>2) That Officers undertake a review into the possibility of creating new branding for Redditch Sports and Leisure to help compliment the new independent website; and that the Council create a competition for local students to design the new branding</p>		<p>being hosted on our own technical infrastructure. (This will need to be explored by the web team.)</p> <p>A Leisure Services web group has been set up and is taking place monthly ensuring considerable effort is put in by officers and the web development team. It is vital that all staff involved in maintaining and updating web pages are given time to focus on this work as part of their day job.</p> <p>This has created customer focused pages which are simple to access and provides the information required. Guidance has also been given to staff on content and keywords, as well as how to ensure that pages come out top on a Google search.</p> <p>The 'star' feedback system on each page is proactively used by the service to measure the success of their work and drive any further improvements to deliver the service.</p> <p><u>2</u></p> <p>Joint logos have been looked at on staff uniforms. However, both group leaders agreed that there were to be no separate team logos.</p>
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	<p>3) That the Council look to maximise the benefits of parks and green spaces in Redditch by introducing more informal games areas and additional equipment to help increase sporting participation and physical activity in the local area.</p> <p>4) That the Council give its full support to the introduction of new events to promote sport and physical recreation, individual sports clubs, and increased sporting participation in Redditch.</p>		<p><u>3 and 4</u></p> <p>A working group is applying for further funding and delivering an action plan to introduce free recreational activities in parks and open spaces. The project includes a 'maize maze' outdoor table tennis tables and courts parked out for games and activities.</p> <p>The Arrow Valley Parkrun is now well established. Volunteers from parks and sports development deliver the free of charge, 5K Parkrun every Saturday morning around the lake. We have an estimated 480 registered members(adults and children) with between 70 and 90 participants turning up each week.</p> <p>Sports Development have delivered the Couch to 5K programme - This has been successful with 15 – 20 participants taking part each week.</p> <p>Bootcamps have been delivered through the summer season in Morton Stanley park and Arrow Valley Parks by both internal and an external provider working closely with the council. External Continues Saturday mornings during autumn/winter</p> <p>Investigation and development underway for bike hire and routes through Arrow Valley Park – this will be programmed to commence in spring/summer 2013</p>
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	<p>5) That the Council work closely with NEW College to enable its students the opportunity to support these new sporting events on a voluntary basis.</p>		<p>Investigation is underway to hold orienteering events in Arrow Valley Park and Morton Stanley Park in spring/summer 2013</p> <p><u>5</u></p> <p>The BRAVO volunteering initiative is off to a great start, with coordinator Gemma Dyre. Over 160 students completed the training course from NEW college in one day and a variety of community courses have been delivered. Sports Services have also just appointed 2 apprentices in partnership with NEW College.</p> <p>The sports development team have also secured 5.5k to train disabled people to be sports coaches over the next 3 years and are working with special schools to design a specialised volunteering initiative.</p> <p><i>Case study</i> – a local single mum has fed back that she has been unemployed but was thrilled to get a cleaning job recently. The employer fed back that her CV, being involved in a 2012 Sportmakers course and showing that she wanted to work by volunteering made her stand out and that is why they gave her the job!</p>
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<p>19/06/12 and 25/06/12</p>	<p><b>Medium Term Financial Plan</b></p> <p>Recommended that</p> <ol style="list-style-type: none"> <li>1) the £50,000 of funding for the capital repairs of public buildings, identified as a potential saving to fund the revised budget proposals as detailed in 3.7.1 of the report, be retained as part of the capital programme; and</li> <li>2) further time be allocated to developing a comprehensive financial statement on the proposals to revise the Medium Term Financial Plan 2012/13 – 2014/14 prior to any decision being made on the subject.</li> </ol>	<p>26/06/12</p>	<p><b>These recommendations were both REJECTED.</b></p> <p>As these recommendations were rejected there are no updates to provide.</p>
<p>17/07/12</p>	<p><b>Co-Location of the One Stop Shop at Woodrow Library - Pre-Decision Scrutiny</b></p> <p>The Committee proposed three recommendations on this subject. <i>As these recommendations were proposed in confidential session they are not listed here.</i></p>	<p>24/07/12</p>	<p><b>These recommendations were all APPROVED.</b></p> <p>Worcestershire County Council (WCC) have a project plan for the refurbishment of the library. The library is scheduled to close early in January 2013 for a period of weeks with a re-opening date of early February. WCC hope to secure space in a nearby building to enable them to continue to provide a reduced service. This will be backed up with the mobile library service to ensure that users still have access to library services.</p>

			<p>We will be aiming to move our One Stop Shop (OSS) service with minimum disruption or down time within a day or so of the library re-opening.</p> <p>A working group has been set up to establish working practices and agree operational issues. Redditch Borough Council's Customer Services Manager is a member of this group. It is anticipated at this time that the opening hours of the OSS will not be changed, thus reducing disruption to our customers.</p>
14/08/12	<p><b>Access for Disabled People Task Group Final Report</b></p> <p>Recommended that</p> <p><u>DISABLED PARKING</u></p> <p>1) a user friendly version of the map (detailed in Appendix E of the main report) demonstrating the location of disabled parking spaces and Shopmobility in Redditch town centre should be produced and promoted on the</p>	21/08/12	<p><b>Eight of these recommendations were APPROVED. Two remain PENDING a decision.</b></p> <p>The Committee is due to receive a monitoring update report in February 2013 which will provide a more detailed assessment of the progress that has been made in implementing the group's recommendations. Therefore a selection of updates has been provided for this report.</p> <p><u>Comment Recommendation 1:</u></p> <p>A user friendly version of this map has been produced and was circulated for the consideration of Members of the group on 29th November 2012. (Attached as Appendix A).</p>

	<p>Council's website, on the Redditch Matters e-magazine and on the Palace Theatre's website and should be promoted to local businesses to use;</p> <p>a) the contents of this map should be reviewed every twelve months to ensure that the information remains accurate;</p> <p>2) Redditch Borough Council should work with the Redditch Town Centre Partnership, Worcestershire County Council's Highways Department and the Kingfisher Shopping Centre to introduce collection and delivery points in the town centre that could be used by vehicles transporting people with disabilities;</p> <p><u>TAXI SERVICES</u></p> <p>3) taxi companies should be offered licences to operate adapted vehicles for a longer period of time than standard vehicles to incentivise taxi firms to increase the number of adapted vehicles in their fleets. The vehicles should be permitted to operate for these lengthier periods of time subject to passing the</p>		<p><b><u>3 and 4: (Decision PENDING from the Licensing Committee)</u></b></p> <p>The two recommendations on the subject of licensing were referred for the consideration of the Council's Licensing Committee on 17th December 2012. During the meeting Members of the Licensing Committee indicated that they were largely in favour of the group's proposals. However, in line with Council policy, a twelve week consultation on both recommended actions has been requested alongside a further detailed report from expert officers on the subject.</p>
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	<p>three inspection tests and the MOT that the Council's licensing regime requires for each vehicle;</p> <p>4) taxi drivers should be offered disability awareness training, which would include information about manually assisting people with disabilities, by Redditch Borough Council;</p> <p><u>BUSES</u></p> <p>5) Worcestershire County Council's Transport Department should work with local bus operators to apply for any future Better Buses Area Funding from the Department for Transport to finance the installation of audio-visual equipment on buses operating in Redditch Borough;</p> <p><u>GENERAL RECOMMENDATIONS</u></p> <p>6) a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council;</p>		<p><u>6)</u></p> <p>A session has been booked for Wednesday 30th January to be held in the Council Chamber at the Town Hall.</p>
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	<p>7) ward Members should be made aware that they can use their knowledge of the local community to assess the condition of the pavements and dropped kerbs located in their wards and report their findings for the consideration of Worcestershire County Council's Highways Department and Redditch Borough Council's Environmental Services;</p> <p>8) the Council's Planning Department should consider arranging for funding from Section 106 agreements to be allocated to the installation of tactile signage in the town centre for the use of people with sensory impairments;</p> <p>9) Redditch Town Centre Partnership work with the Kingfisher Shopping Centre to introduce additional seating in the Kingfisher Shopping Centre, involving an investigation of the ergonomics of the seating provided;</p>		
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	<p>10) Officers undertake further work into the following areas that should be reported for the consideration of the Overview and Scrutiny Committee and Executive Committee at a later date:</p> <ul style="list-style-type: none"> <li>a) a review of the potential to install a canopy over the ramp access to Shopmobility;</li> <li>b) a joint review in partnership with Apollo 2000 of the potential for the Council to undertake landscaping work in the company's car park in return for using the car park as a collection and delivery point for Dial a Ride vehicles;</li> <li>c) a joint review with the Kingfisher Shopping Centre, concerning the potential activation of the RNIB React system in the centre; and</li> <li>d) a review of the implications of introducing disabled parking spaces and a Dial a Ride collection and delivery point in the former covered market area, as detailed in Appendix E.</li> </ul>		<p><u>10b:</u></p> <p>This report has been produced and will be available for Members' consideration in early 2013.</p>
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<p>09/10/12</p>	<p><b>Dial a Ride Extended Service – Feasibility Study</b></p> <p>Recommended that</p> <ol style="list-style-type: none"> <li>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;</li> <li>2) that the charging schedule as set out in Appendix 1 be adopted; and</li> <li>3) that the scheme is based on the examples presented in appendix 2;</li> <li>4) subject to the extended Dial a Ride scheme being approved, the Overview and Scrutiny Committee receive a monitoring update report on the subject 12 months after the scheme’s introduction.</li> </ol>	<p>16/10/12</p>	<p><b>The recommendations were all APPROVED.</b></p> <p>The Charging Policy has been implemented and the service has been used by Leisure Services on Saturdays. The necessary documentation for hiring vehicles out to the voluntary sector has been produced and promotion of the service to the voluntary sector will take place in the New Year.</p>
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<p>09/10/12</p>	<p><b>Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Local Transport</b></p> <p>Recommended that</p> <ol style="list-style-type: none"> <li>1) Redditch Borough Councillors and Officers develop a clear understanding of the most effective uses of <i>Choose How You Move 2</i> monies in Redditch Borough; and</li> <li>2) the Economic Advisory Panel (ECAP) should meet more frequently, the scope of the Panel should be expanded and more active participation of elected Members at meetings of the Panel should be promoted.</li> </ol>	<p>20/11/12</p>	<p><b>The recommendations were APPROVED, subject to amended wording to the first recommendation.</b></p>
<p>06/11/12</p>	<p><b>Sickness Policy Short, Sharp Review</b></p> <p>Recommended that</p> <ol style="list-style-type: none"> <li>1) the Council’s Sickness Absence Policy should be updated and reduced in length, in order to clarify the structure and process for managing both short-term and long-term sickness absences;</li> </ol>	<p>20/11/12</p>	<p><b>These recommendations were all APPROVED.</b></p> <p>Officers are working on incorporating the agreed changes to the Sickness Absence Policy into a policy document.</p> <p>As part of this process the recommendations approved will also be included in the development and launch of the changes.</p>

	<ul style="list-style-type: none"> <li>2) the terminology used in the policy be sensitive to the needs of staff experiencing sickness;</li> <li>3) an A5 laminated guide to the Council's Sickness Absence Policy should be provided for the use of managers and staff;</li> <li>4) all changes to the Council's Sickness Absence Policy should be communicated to managers and staff;</li> <li>5) the Sickness Absence Policy should be included in the induction process for new staff and managers employed by the Council; <ul style="list-style-type: none"> <li>a) staff and managers should also receive regular refresher training;</li> </ul> </li> <li>6) the Sickness Absence Policy should be applied consistently to staff across all service areas, but managers should be encouraged, recognising individual circumstances and different working environments to apply the policy appropriately;</li> </ul>		<p>Recommendations 3 &amp; 7 require additional development but Officers are aiming for overall implementation in February 2013.</p>
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	<p>7) the occupational health service available to staff experiencing sickness should be reviewed; and</p> <p>8) communication should form an integral part of the transformation process to ensure that staff understand the reasons for changes made to services as part of the transformation process and how transformation may impact on them.</p>		
11/12/12	<p><b>Concessionary Rents</b></p> <p>RECOMMENDED that</p> <p>1) the Draft Policy attached at Appendix 1 to the report be approved, and implemented with immediate effect for new tenancies, subject to the further recommendations from the Overview and Scrutiny Committee being approved (<i>as listed below in recommendations 4 to 10</i>);</p> <p>2) transitional arrangements be introduced with effect from 1st April 2013 to allow the policy to be fully implemented over a three year period taking into account the</p>	18/12/12	<p><b>The first three recommendations were APPROVED,</b> subject to rewording of recommendation 1.</p> <p>The Executive Committee did not reach a decision on the other seven recommendations. The Portfolio Holder for Corporate Management has been tasked with considering the report of the Overview and Scrutiny Committee and determining whether aspects of its recommendations might be incorporated into the policy in due course.</p> <p><b>(Decision PENDING)</b></p>

	<p>terms of existing leases;</p> <p>3) authority be delegated to the Head of Finance and Resources in conjunction with the Council's Voluntary Sector Grants Co-ordinator to approve concessionary rents/rent relief in line with the draft policy attached at Appendix 1 to the report;</p> <p>4) that any Council policy on concessionary rents ensure that a consistent, fair, clear and transparent approach is applied to dealing with applications from third sector organisations;</p> <p>5) that any third sector organisation looking to obtain a concessionary rent from the Council be required to submit a detailed business case outlining their plans for a particular property;</p> <p>6) that Officers facilitate a series of workshops to advertise and promote the new policy to the third sector in Redditch;</p>		
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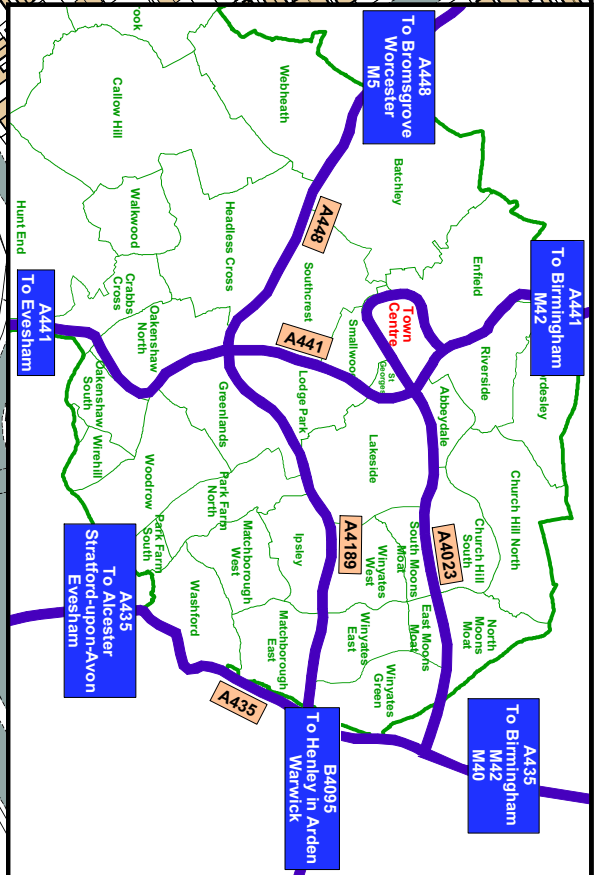
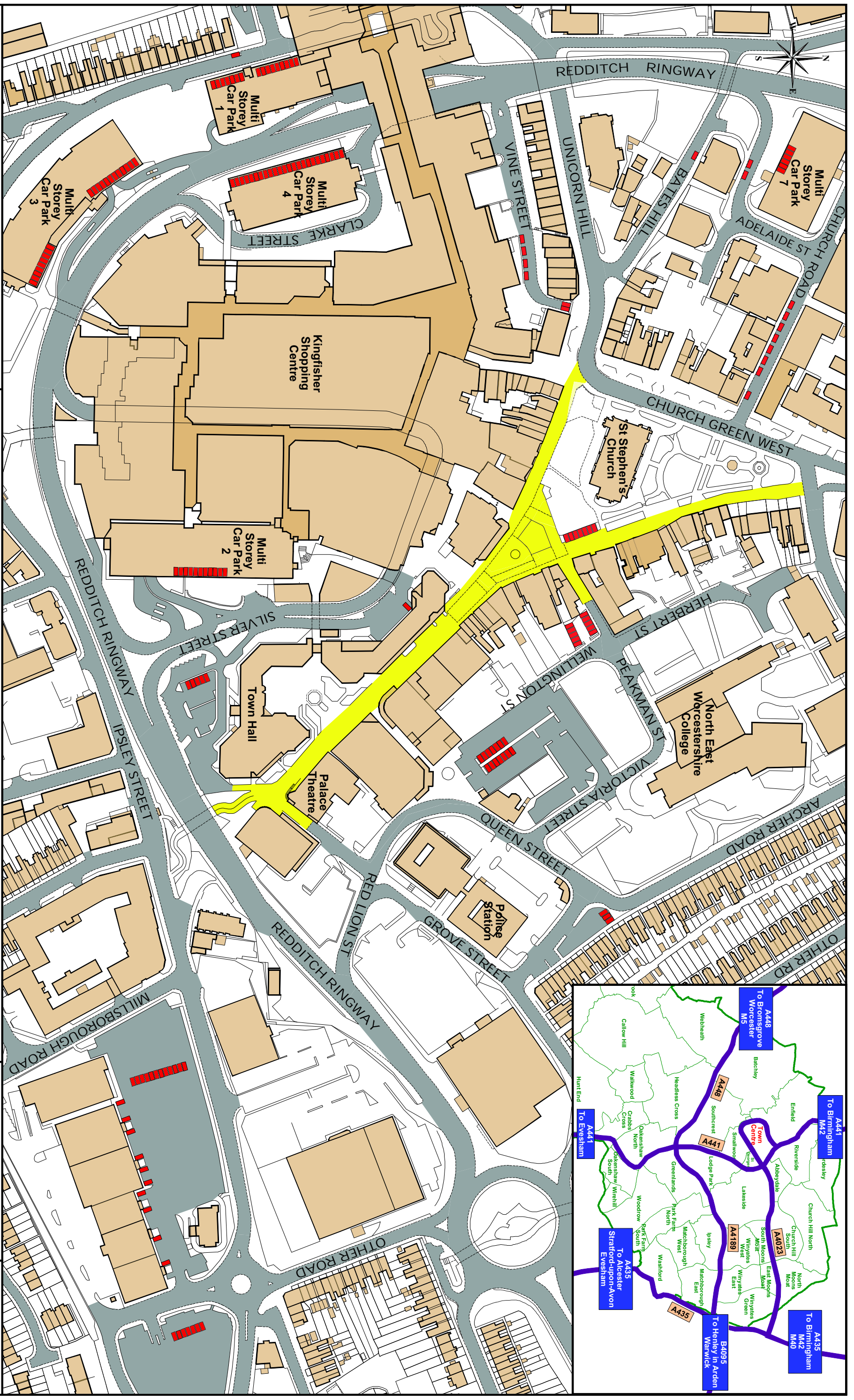
	<p>7) that the Council work with the local media and utilise social networks and its own website to publicise the new policy to the third sector in Redditch;</p> <p>8) that each approved concessionary rent agreement be for a minimum five year duration, include a three year break clause, and be monitored on an annual basis;</p> <p>9) that the Council undertake a review of the approved policy twelve months after its inception; and</p> <p>10) Officers further investigate suitable organisations to which third sector groups could be signposted with regard to obtaining independent advice on renting and managing properties.</p>		
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Total Number of recommendations first half 2012/13: 44

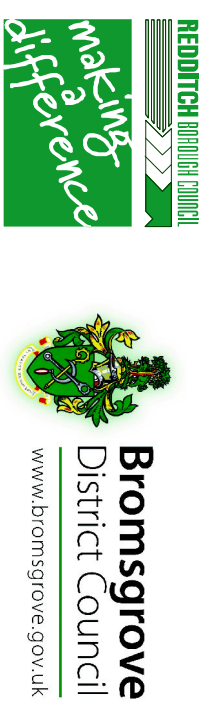
Number of Recommendations APPROVED by the Executive Committee: 33

Number of Recommendations REJECTED by the Executive Committee: 2

Number of Recommendation PENDING a decision from the Executive Committee or Licensing Committee: 9



**Disabled Car Parking Spaces in Redditch Town Centre**



**Key**

	Pedestrian Area
	Disabled Car Parking Spaces

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Ordnance Survey 100024252  
Drawing No. P2187/3







# Overview and Scrutiny

No Direct Ward Relevance

## Committee

8th January 2013

### 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

8th January 2013

	<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>8th Jan 2013</b>	Medium Term Financial Plan 2013/14 – 2015/16	Relevant Lead Heads of Service
<b>8th Jan 2013</b>	Overview and Scrutiny Recommendation Tracker – Mid-Year Report	Relevant Lead Heads of Service
<b>5th Feb 2013</b>	Market Scrutiny Task Group – Final Report	Councillor Brazier
<b>5th Feb 2013</b>	Fees and Charges 2013/14 – Pre-Scrutiny	Relevant Lead Heads of Service

# Overview and Scrutiny

Committee

8th January 2013

<b>5th Feb 2013</b>	Initial Estimates 2013/14 – 2015/16	Relevant Lead Heads of Service
<b>5th March 2013</b>	Access for Disabled People Task Group – Monitoring Update Report	Relevant Lead Heads of Service
<b>5th March 2013</b>	Disabled Access Group – Update Report on Support	Relevant Lead Heads of Service
<b>5th March 2013</b>	Draft Overview and Scrutiny Annual Report	Councillor Brunner
<b>5th March 2013</b>	Vacant Redditch Borough Council Business Units - Report	Relevant Lead Head of Service
<b>21st March 2013</b>	West Midlands Regional Scrutiny Network	
<b>2nd April 2013</b>	Arts and Culture Centre Task Group - Final Report	Councillor Hopkins
<b>2nd April 2013</b>	Monitoring Update Report – Promoting Redditch Task and Finish Group	Relevant Lead Head of Service
<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

# Overview and Scrutiny

Committee

8th January 2013

<b>July 2013</b>	Anti-Social Behaviour Task and Finish Group - 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
	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

# Overview and Scrutiny

Committee

8th January 2013

	Vacant Redditch Borough Council Properties – Update Report	Relevant Lead Head of Service
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# Executive

## Committee

18<sup>th</sup> December 2012

### MINUTES

**Present:**

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

**Also Present:**

Councillors Andrew Brazier and Andy Fry

**Officers:**

D Allen, R Bamford, M Bough, R Cooke, K Dicks, S Garratt, S Hanley, T Kristunas, J Knott and C Flanagan

**Committee Services Officer:**

I Westmore

**107. APOLOGIES**

Apologies for absence were received on behalf of Councillor Luke Stephens.

**108. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**109. LEADER'S ANNOUNCEMENTS**

The Leader informed the Committee of two recent, sad losses. It was reported that former Councillor and Mayor of the Borough Mrs Joan Tyers had died during the preceding week. Members were also formally notified of the sudden and unexpected death of Mrs Denise Sunman, Democratic Services Officer a week and a half previously. The meeting observed a minute's silence as a mark of respect to Mrs Tyers and Mrs Sunman.

The Leader advised that the following item of business, scheduled on the Executive Committee Work Programme to be considered at

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Chair

this evening's meeting, has been rescheduled to a later meeting of the Committee:

- Council Tax Support Scheme.

The Leader also advised that he had accepted the following matters as Urgent Business:

- Item 9 – Kickstart Scheme; and
- Item 13 – Matchborough East Community Centre Transfer

as they had not been not on the Committee Work Programme for this evening's meeting.

#### **110. MINUTES**

**RESOLVED that**

**the minutes of the meeting of the Executive Committee meeting held on 20<sup>th</sup> November 2012 be confirmed as a correct record and signed by the Chair.**

#### **111. MEDIUM TERM FINANCIAL PLAN 2013/14 - 2015/16**

Officers reported that the final settlement for the 2012/14 financial year from central Government was expected to be communicated to the Council the following day, 19<sup>th</sup> December, and that a 5% reduction in grant was anticipated.

The Council was continuing to make efforts to close the funding gap in the current financial year. Savings were being achieved through Transformation, the redesign of certain services and through driving out any residual 'waste' in service provision more generally.

#### **112. GAMBLING ACT 2005 - REVIEW OF STATEMENT OF PRINCIPLES**

The Committee received a report advising of the outcome of the recent consultation exercise undertaken with stakeholders in relation to the 2012-2016 Statement of Gambling Principles. It was noted that one response had been received following the formal consultation period and Officers reported that the Council's Licensing Committee had endorsed the Statement as printed.

**RESOLVED that**

- 1) **the outcome of the consultation exercise and the views of the Council's Licensing Committee be noted; and**



**RECOMMENDED that**

- 2) **the 2012-2016 Statement of Gambling Principles be adopted from 31<sup>st</sup> January 2013.**

**113. TENANCY STRATEGY 2012 - 2014**

The Committee was informed that the authority was required under the Localism Act 2011 to prepare and publish a Tenancy Strategy by 15<sup>th</sup> January 2013. It was reported that a Tenancy Policy for the Borough would follow in due course. The Strategy set out the major considerations to which registered providers of social housing within the Borough were to have regard in formulating their tenancy policies.

Members broadly welcomed the report, whilst recognising that demand for social housing in the Borough and elsewhere significantly exceeded supply. It was hoped that the introduction of non-secure tenancies might provide some scope for more efficient use of the social housing stock in Redditch. Members were keen that communities should continue to be sustainable and did not wish to see a move towards transient populations and there was an expectation that the Council's forthcoming Policy would mitigate against this. In this regard, there was an acceptance that the model for tenure that had existed for a number of decades was changing across the country, not least because of the present financial situation.

**RESOLVED that**

**the Tenancy Strategy, at Appendix 1 to the report, be approved.**

**114. WORCESTERSHIRE HOMELESSNESS STRATEGY**

The Council was required to have a Homelessness Strategy in accordance with the Homelessness Act 2002. The draft Countywide Strategy before Members had been created by a Project Team of Officers from across Worcestershire.

The Strategy had been produced during a period of great change, largely as a consequence of the prevailing economic conditions, and it considered how austerity measures might adversely impact on homelessness and the measures that were needed to mitigate the impact of these. The Committee was pleased to note that the Council had been singled out at various points within the report as an example of best practice within the County group.

There was considerable discussion around the relative provision of temporary accommodation within the different Districts of Worcestershire and surrounding areas and instances of families or individuals from outside the Borough being housed in Redditch accommodation. Officers explained that the Borough had the lowest homeless acceptance rates in the County as a result of the proactive steps taken by Officers to prevent homelessness. There were occasions, however, when Redditch accepted homeless people from outside the Borough in exceptional circumstances and this arrangement was reciprocated across the County and further afield. Officers were in the process of developing a Protocol with other Local Authorities to address this issue and offered to circulate it to members of the Committee following the meeting.

**RESOLVED that**

**the Draft Countywide Joint Homelessness Strategy and action plan attached at Appendix 1 to the report be approved.**

**115. KICKSTART SCHEME**

Members received a report informing them of the closure of the national Kickstart Programme and proposing that the Council take on the management of the existing Kickstart loans made to residents in Redditch. Officers explained that it had taken some considerable time for the scheme to become embedded in the Borough, to the extent that only four loans had been made prior to the closure of the scheme. The Council was in line to receive up to £78,000 in due course as a result of the repayment of these loans, and the income would be returned to the General Fund.

**RESOLVED that**

- 1) the winding up of the Kickstart scheme be noted and the loans granted to RBC residents (as set out in the Deed of Assignment attached at Appendix 1 to the report) be re-assigned to the Council so that it can deal with enquiries from borrowers, and manage those loans in the future; and**
- 2) authority be delegated to the Head of Legal Services to enter into the Deed of Assignment on behalf of the Council.**

**116. TOWN CENTRE LANDSCAPE IMPROVEMENTS**

The Committee considered a report which provided information on potential landscape improvements that could be undertaken within the Town Centre.

Members were informed that there were five areas that were being considered for improvement and that the area in question on this occasion was the northern edge of Church Green. The bandstand and the fountain were to remain in situ but the work was intended to make the area more attractive, accessible and usable. Capital money had already been set aside to carry out this work. Amended recommendations were tabled which included proposals for a further, final period of consultation on the plans for this part of Church Green.

Members welcomed the proposals and noted the reasons for the additional consultation. It was explained that this consultation would take place in the New Year.

**RESOLVED that**

**the proposed spend of a proportion of the agreed budget and the intended timescales for the phasing of the project be endorsed, subject to;**

- i) a 4 week consultation period being undertaken with regard to the Bandstand element of the project (such consultation to make it clear that the Bandstand will remain in current location); and**
- ii) the results of the consultation being discussed with the appropriate Portfolio Holder and Ward Councillors and, if significant, reported back to the Executive Committee.**

**117. STREET NAMING AND NUMBERING - REVIEW OF POLICY**

The Executive Committee's approval was sought to a small revision to the existing policy on Street Naming and Numbering in Redditch and to the addition of a new street name to be added to the official list.

Members were informed that the revision to the Policy was a result of the previous item on the Town Centre landscape Improvements and related to changed specifications for the Street Name Plates in the Town Centre.

The addition to the official list was in memory of a young engineer who had unfortunately lost his life during construction of a development within Redditch.

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**RESOLVED that**

- 1) **the revised policy on Street Naming and Numbering, as attached to the report at Appendices 1 and 2, be approved and adopted; and**
- 2) **'Handford', a young man who was killed during construction of a development within the Redditch area, be added to the list of potential street names.**

**118. POLICY FOR LEASES OF COUNCIL LAND AND PROPERTY AT A CONCESSIONARY RENT**

A report was considered which detailed a draft policy for the granting of rent relief / concessionary rents to voluntary sector organisations.

The new draft Policy aimed to deal with the lack of consistency which had been applied in the past, owing to there being no criteria against which to judge individual applications for rent relief. In addition, it sought to establish a link between the granting of concessionary rents and the grants process. By so doing, the voluntary sector would have a clearer idea at the outset of how much they might be expected to pay in rent for any Council-owned premises. There was to be a three-year transitional period and a proposed maximum concession of 70 % on the market rent. At present the Council provided in excess of £100,000 in rent relief but this was not reflected in the Council's accounts; the new system would provide much greater transparency

The Overview and Scrutiny Committee had established a small Task Group to consider the matter but it had been unable to access the final version of the draft Policy until following the preparation of its report. As a result, its recommendations were not able to address a number of the points in the draft Policy. Given these problems, it was agreed that the Portfolio Holder should give these recommendations further consideration following the meeting, although the Committee did not feel it appropriate to adopt them

Members were keen to have the Grants Panel take responsibility for this matter. There was some discussion as to the proposed length of leases under the new Policy and it was agreed that the wording of the final Policy document be amended to clarify that the three-year period referred to within the report was the period for the granting of a concessionary rent and not for the lease itself. There was also considerable debate over the provision of a final appeal process to the Executive Committee by organisations who did not consider that the maximum 70% concession would allow them to remain viable. It was agreed that it be made clear that organisations

would need to fulfil all the criteria for gaining a 70% discount and that this provision was merely to allow some flexibility to deal with very exceptional cases.

**RESOLVED that**

- 1) **the Draft Policy attached at Appendix 1 to the report be approved, subject to the wording being amended in line with the comments of the Executive Committee, and implemented with immediate effect for new tenancies;**
- 2) **transitional arrangements be introduced with effect from 1<sup>st</sup> April 2013 to allow the policy to be fully implemented over a three year period taking into account the terms of existing leases;**
- 3) **authority be delegated to the Head of Finance and Resources in conjunction with the Council's Voluntary Sector Grants Co-ordinator to approve concessionary rents/rent relief in line with the draft policy attached at Appendix 1 to the report; and**
- 4) **the Portfolio Holder for Corporate Management consider the report of the Overview and Scrutiny Committee and determine whether aspects of its recommendations might be incorporated into the Policy in due course.**

**119. MATCHBOROUGH EAST COMMUNITY CENTRE TRANSFER**

Officers provided an explanation of the background to this item, explaining that the Matchborough East Community Centre had been declared surplus to requirements in 2009 but had not subsequently been disposed of as the new Shared Service had considered that there were possibilities for making use of the premises.

The Council had subsequently been approached by a Community Interest Company, Your Ideas, to ascertain if the Community Centre would be available for lease. The organisation currently occupied a shop unit at Matchborough Centre.

Redditch Community Amateur Boxing Club had expressed an interest in taking up the potentially vacant unit currently occupied by Your Ideas and an adjacent vacant unit in order to retain grant funding which they had obtained from the Inspired Facilities Fund through Sport England. There were time constraints in that the Boxing Club needed to secure a premises by the end of March 2013 or it would lose its grant funding.

Members were pleased to support the recommended course of action as they recognised the good work that was carried out by both Your Ideas and the Boxing Club. In addition, this proposal would lead to the Council making significant savings.

There was concern at the prospects of the existing users of the Community Centre finding alternative provision, but assurances were given that Officers were making considerable efforts to ensure that a satisfactory outcome might be achieved for all parties. There was, in any event, an acknowledgement that the Council would not be in a position to replace the existing soft play facilities once they had reached the end of their life in around one year's time.

**RESOLVED that**

- 1) **Property Services be instructed to assist Leisure and Cultural Services to transfer the MECC to Your Ideas on a Full Repairing Lease basis for a period of seven years; and**
- 2) **Property Services be instructed to work with Redditch Community Amateur Boxing Club to explore a lease option for the shop unit vacated as a result of 1), above, on a Full Internal Repairing Lease basis for a minimum period of seven years.**

**120. QUARTERLY SICKNESS MONITORING - QUARTER 2 - JULY TO SEPTEMBER 2012**

The Committee considered the latest quarterly report setting out performance in relation to sickness absence.

It was reported that performance was improving over time and active steps were being adopted to improve the situation further. The Employee Assistance Programme was in place and the Council was in the process of employing a Well-being Officer.

The most significant cause of sickness absence was stress, depression and related conditions although Officers reported that there was only one work-related case of stress contained within these figures, with other cases being primarily the result of external factors such as bereavement.

**RESOLVED that**

**the data relating to the quarter be noted.**

**121. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 6<sup>th</sup> November 2012.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 6<sup>th</sup> November 2012 be noted.**

**122. WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

The Committee received the minutes arising from the most recent meeting of the Worcestershire Shared Services Joint Committee.

**RESOLVED that**

**the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 22<sup>nd</sup> November 2012 be noted.**

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

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

**124. ADVISORY PANELS - UPDATE REPORT**

The Committee received the most recent report on the activity of the Council's Advisory panels and similar bodies.

**RESOLVED that**

**the report be noted.**

**125. ACTION MONITORING**

The Committee received the latest Action Monitoring report.

**RESOLVED that**

**the report be noted.**





# EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

**18 December 2012 to 30 April 2013**

(published as at 18 December)

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.)

Whilst the majority of the Executive Committee's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is called Exempt Information. Members of the Public and Media may be asked to leave the meeting when such information is discussed.

If an item is likely to contain exempt information we show this on the Work programme. You can make representations to us if you consider an item or any of the documents listed should be open to the public.

If you have any queries, please e-mail: [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk)

**REDDITCH BOROUGH COUNCIL**

*making  
a  
difference*

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

This Work Programme 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 Work Programme 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 to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the date of the decision. 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.

The Executive Committee's meetings are normally held every four 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 Democratic Services Team on (01527) 64252, ext: 3269 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you. The dates of the full Council meetings are set out in the Council's Calendar of Meetings. Meetings commence at 7pm.

## **EXECUTIVE COMMITTEE MEMBERSHIP**

Councillor Bill Hartnett	Leader of the Council and Portfolio Holder for Community Leadership & Partnership
Councillor G Chance	Deputy Leader and Portfolio Holder for Planning, Regeneration, Economic Development, Public Transport
Councillor Phil Mould	Portfolio Holder for Corporate Management
Councillor Rebecca Blake	Portfolio Holder for Community Safety & Regulatory Services
Councillor Mark Shurmer	Portfolio Holder for Housing
Councillor Debbie Taylor	Portfolio Holder for Local Environment & Health
Councillor Luke Stephens	Portfolio Holder for Leisure & Tourism
Councillor Michael Braley	
Councillor Carole Gandy	

<b>Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
Tenancy Strategy and Policy 2012-2014	Executive Committee <i>Recommendation to be made to Council</i>	18 December 2012 15 January 2013	Report of the Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services)	Matthew Bough, Housing Policy Manager, 01527 64252 ext 3120
Council Tax Support Scheme	Executive Committee <i>Recommendation to be made to Council</i>	18 December 2012 15 January 2013	Report of the Executive Director (Finance and Resources) – S151 Officer	Jayne Pickering, Executive Director (Finance and Resources) – S151 Officer 01527 881207
Community Care Grants and Crisis Loans	Executive Committee <i>Recommendation to be made to Council</i>	15 January 2013 15 January 2013	Report of the Executive Director (Finance and Resources) – S151 Officer	Jayne Pickering, Executive Director (Finance and Resources) – S151 Officer 01527 881207
Council Tax and Non-Domestic Rates (NDR) Base 2013/14	Executive Committee <i>Recommendation to be made to Council</i>	15 January 2013 15 January 2012	Report of the Head of Finance and Resources	Sam Morgan, Financial Services Manager, 01527 64252 ext 3790
Medium Term Financial Plan 2013/14 – 2015/16	Executive Committee	15 January 2013	Report of the Executive Director (Finance and Resources) – S151 Officer	Jayne Pickering, Executive Director (Finance and Resources) – S151 Officer 01527 881207
Fees and Charges 2013/14	Executive Committee	12 February 2013	Report of the Head of Finance and Resources	Sam Morgan, Financial Services Manager, 01527 64252 ext 3790

<b>Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
Assistive Technology Partnership with Worcestershire Telecare	Executive Committee <i>NB: Possible need to consider matter in private session by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972</i>	15 January 2013	Report of the Acting Head of Community Services	J Willis Acting Head of Community Services 01527 534149 ext 3348
Initial Estimates 2013/14 – 2015/16	Executive Committee <i>Recommendation to be made to Council</i>	12 February 2013 18 February 2013	Report of the Head of Finance and Resources	Sam Morgan, Financial Services Manager, 01527 64252 ext 3790
Quarterly Customer Services Monitoring – Quarter 3 – October to December 2012	Executive Committee	12 February 2013	Report of the Head of Customer Services	Amanda de Warr, Head of Customer Services, 1527 881241
Quarterly Budget Monitoring – Quarter 3 – October to December 2012	Executive Committee	12 February 2013	Report of the Head of Finance and Resources	Sam Morgan, Financial Services Manager, 01527 64252 ext 3790
Quarterly Monitoring – Write Off of Debts – Quarter 3 – October to December 2012	Executive Committee	12 February 2013	Report of the Head of Finance and Resources	Teresa Kristunas, Head of Finance and Resources, 01527 64252 ext 3295

<b>Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
Council Tax Setting 2013/14	Executive Committee <i>Recommendation to be made to Council</i>	18 February 2013 18 February 2013	Report of the Head of Finance and Resources	Sam Morgan, Financial Services Manager, 01527 64252 ext 3790
Home Energy Conservation Act (HECA)	Executive Committee <i>Originally planned for 15 January</i>	12 March 2013	Report of the Head of Environmental Services	Ceridwen John, Climate Change Manager, 01527 64252 ext 3046
Plymouth Road Cemetery	Executive Committee	12 March 2013	Report of the Head of Environmental Services	Sue Horrobin, Environmental Services Manager 01527 64252 ext 3706
Quarterly Sickness Monitoring – Quarter 3 – October to December 2013	Executive Committee	12 March 2013	Report of the Head of Finance and Resources	Mark Stanley, Acting Human Resources & Development Manager, 01527 881673
Highway Impact & Accessibility Modelling Report – Worcestershire County Council (Halcrow) May 2011	Executive Committee	Date to be identified	Report of the Head of Planning & Regeneration	Emma Baker, Acting Development Plans Manager, 01527 64252 ext 3376
Housing Allocations Policy – Review	Executive Committee	Date to be identified	Report of the Head of Housing	Liz Tompkin, Head of Housing, 01527 64252 ext 3304





# Overview and Scrutiny

No Direct Ward Relevance

## Committee

8th January 2013

### 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

8th January 2013

	<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>8th Jan 2013</b>	Medium Term Financial Plan 2013/14 – 2015/16	Relevant Lead Heads of Service
<b>8th Jan 2013</b>	Overview and Scrutiny Recommendation Tracker – Mid-Year Report	Relevant Lead Heads of Service
<b>5th Feb 2013</b>	Market Scrutiny Task Group – Final Report	Councillor Brazier
<b>5th Feb 2013</b>	Fees and Charges 2013/14 – Pre-Scrutiny	Relevant Lead Heads of Service



# Overview and Scrutiny

Committee

8th January 2013

<b>5th Feb 2013</b>	Initial Estimates 2013/14 – 2015/16	Relevant Lead Heads of Service
<b>5th March 2013</b>	Access for Disabled People Task Group – Monitoring Update Report	Relevant Lead Heads of Service
<b>5th March 2013</b>	Disabled Access Group – Update Report on Support	Relevant Lead Heads of Service
<b>5th March 2013</b>	Draft Overview and Scrutiny Annual Report	Councillor Brunner
<b>5th March 2013</b>	Vacant Redditch Borough Council Business Units - Report	Relevant Lead Head of Service
<b>21st March 2013</b>	West Midlands Regional Scrutiny Network	
<b>2nd April 2013</b>	Arts and Culture Centre Task Group - Final Report	Councillor Hopkins
<b>2nd April 2013</b>	Monitoring Update Report – Promoting Redditch Task and Finish Group	Relevant Lead Head of Service
<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

# Overview and Scrutiny

Committee

8th January 2013

<b>July 2013</b>	Anti-Social Behaviour Task and Finish Group - 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
	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

# Overview and Scrutiny

Committee

8th January 2013

	Vacant Redditch Borough Council Properties – Update Report	Relevant Lead Head of Service
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