

Executive Committee

Monday 2nd September
2013
7.00 pm

Council Chamber
Town Hall
Redditch



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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council's Website:
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Ivor Westmore
Democratic Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Extn. 3269) Fax: (01527) 65216
e.mail: ivor.westmore@bromsgroveandredditch.gov.uk**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

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Do Not stop to collect personal belongings.

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

The emergency Assembly Area is on Walter Stranz Square.

Executive

2nd September 2013

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Bill Hartnett (Chair)	John Fisher
	Greg Chance (Vice-Chair)	Phil Mould
	Rebecca Blake	Mark Shurmer
	Juliet Brunner	Debbie Taylor
	Brandon Clayton	

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
3. Leader's Announcements	<ol style="list-style-type: none">To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; andany other relevant announcements. <p>(Oral report)</p>
4. Minutes (Pages 1 - 6) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 9 th July 2013. (Minutes attached)
5. Borough of Redditch Local Plan No. 4 (Pages 7 - 14) E Baker, Acting Development Plans Manager	To consider the consultation responses to the initial consultation and approve a publication version for further consultation. The report is attached and copies of appendices 1 – 4 are available via the Council's website, at Reception at the Town Hall and for Councillors in the Group Rooms. Please note that it is likely there will be an update to appendix no.2 (Officer Responses and Actions Housing Growth) and this will be provided as soon as possible.

All Wards

<p>6. Changes to Scheme of Fees and Charges for Non-Statutory Planning Advice</p> <p>(Pages 15 - 20)</p> <p>A Rutt, Development Control Manager</p>	<p>Following the transformation work carried out by the planning teams at both Redditch Borough and Bromsgrove District Councils, changes to the scheme of charges are proposed to improve the service for staff and customers.</p> <p>All Wards</p>
<p>7. Greater Birmingham and Solihull Local Enterprise Partnership - Delegations of Functions to a Joint Committee (Local Supervisory Board)</p> <p>(Pages 21 - 32)</p> <p>J Staniland, Exec Director - Planning & Regeneration, Regulatory and Housing Services</p>	<p>The enclosed report seeks agreement to establishing a Joint Committee to decide the expenditure of funds devolved to the Local Enterprise Partnership under a Single Growth Fund.</p> <p>All Wards</p>
<p>8. Local Transport Board</p> <p>(Pages 33 - 68)</p> <p>Head of Legal, Equalities and Democratic Services</p>	<p>To consider a report on the proposed operating arrangements of the Local Transport Board.</p> <p>All Wards</p>
<p>9. Overview and Scrutiny Committee</p> <p>(Pages 69 - 76)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 23rd July 2013.</p> <p>There is a recommendation to consider.</p> <p>(Minutes attached)</p>
<p>10. Worcestershire Shared Services Joint Committee</p> <p>(Pages 77 - 84)</p>	<p>To consider the minutes of the most recent meeting of the Worcestershire Shared Services Joint Committee held on 27th June 2013.</p> <p>(Minutes attached)</p>

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<p>11. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>12. Shared Services Board (Pages 85 - 88)</p>	<p>To consider the minutes of the meeting of the Shared Services Board held on 4th July 2013.</p> <p>(Minutes attached)</p>
<p>13. Advisory Panels - update report (Pages 89 - 92)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p>
<p>14. Action Monitoring (Pages 93 - 94)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p>

15. Exclusion of the Public

Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“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(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, as amended.”

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;

may need to be considered as ‘exempt’.

16. Confidential Minutes / Referrals (if any)

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).



Executive Committee

9th July 2013

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Juliet Brunner, Brandon Clayton, John Fisher, Phil Mould, Mark Shurmer and Debbie Taylor

Also Present:

Councillors Andrew Brazier and David Bush

Officers:

R Bamford, M Bough, R Dunne, C Flanagan, S Hanley, T Kristunas, J Pickering and L Tompkin

Committee Services Officer:

I Westmore

19. APOLOGIES

There were no apologies for absence.

20. DECLARATIONS OF INTEREST

Councillor Hartnett declared an interest in Item 9 (Selection of Registered Provider for Development of Hewell Road swimming bath site) as detailed separately at Minute 27 below.

21. LEADER'S ANNOUNCEMENTS

There were no announcements from the Leader.

22. MINUTES

RESOLVED that

the minutes from the meeting of the Executive Committee held on 11th June 2013 be confirmed as a correct record and signed by the Chair.

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Chair

23. HOUSING DENSITY TARGETS TASK REVIEW - FINAL REPORT

The Committee considered the final proposals of the Housing Density Targets Task Group following their consideration by the Overview and Scrutiny Committee. The recommendations were designed to help encourage wider housing provision in the Borough as part of the Council's emerging policy on housing as part of the Local Plan.

The Chair of the Task Group, Councillor David Bush, attended the Committee meeting to present the report and narrate a short presentation on housing density around the Borough. Some of the key aspects underpinning the recommendations were a desire to see a greater numbers of bungalows, an increase in the supply of larger properties and opportunities for self-build and a relaxation of the density requirements for smaller sites to provide the scope for local developers to build more distinctive, idiosyncratic properties and compete with the larger developers. To achieve these aims a number of changes had been proposed to Policy 5 of the emerging Draft Borough of Redditch Local Plan No. 4.

The Committee discussed a number of the assertions within the report and presentation, noting that several bungalow developments had been created in recent years and that Officers did not routinely record the numbers built within the Borough making a rigorous quantification of supply and demand hard to assess, although a need for all types of housing was quite evident. In addition, the need for more executive homes could not easily be divorced from a wider discussion of the Borough's needs in terms of nightlife, restaurant provision and similar issues.

It was also noted that the Borough was short of housing land, hence the need for cross-boundary growth, and there was a degree of flexibility already built into the housing density requirements. However, the Committee did recognise the merit in the work that had been undertaken and acknowledged that greater flexibility might be introduced to achieve some of the mutually agreed aims. To this end it was proposed that Officers do further work on Policy 5 and submit this to the Planning Advisory Panel for consideration.

RESOLVED that

Planning Officers be tasked with developing an amended form of words for Policy 5 of the emerging Draft Borough of Redditch Local Plan No. 4 which would ensure an appropriate level of flexibility in housing density requirements, to be submitted for consideration at a future meeting of the Planning Advisory Panel.

24. COUNCIL PLAN

The draft Council Plan was considered by the Committee. The Plan was a much more concise document than previous versions with the intention of it being a strategic and public-facing document. The key to the Plan was the push to put the customer at the heart of everything the Council does and shaping the Council's services to suit customers' needs.

Members generally welcomed the document but it was suggested that some refinement and re-ordering might be undertaken to address two issues in respect of Areas of Highest Need. These were placing the information around these sites away from the very front of the document and ensuring that the descriptions of the areas more accurately reflected the locations rather than simply repeating the Lower Super Output area designations. It was also noted that the foreword from the Leader of the Council would be prepared in time for the forthcoming Council meeting.

RECOMMENDED that

subject to the amendments in the preamble above, the Council Plan attached at Appendix 1 to the report be approved.

25. COUNCIL TAX SUPPORT SCHEME

Officers presented a report which detailed a number of options upon which the Council was intending to consult in respect of the Council Tax Support Scheme in place from April 2014. Members attention was drawn to the table in Appendix 1 and they were advised that the number of working age claimants affected should read 4,600 and not 3,749 as indicated.

The Committee was informed that the majority of Councils across the County were intending to consult on a range of measures fundamentally the same as those set out in the report. Members were quite clear that the impact on other public authorities of the Council not collecting at least a proportion of the shortfall left by the Council Tax Support Grant could be very significant and so were minded to approve the consultation options. Members were keen that a full range of options be considered and proposed that Officers draw up proposals which included restricting Council Tax support to Band C equivalent amounts and building in exemptions for disabled persons or those with young children. Officers undertook to draw up further options on this basis.

RESOLVED that

the Executive Director of Finance and Resources be authorised to consult on the options to change the Council's Council Tax Support Scheme with effect from April 2014 as detailed in Appendix 1 to the report and as amended in the preamble, above.

26. REVIEW OF POLICY FOR LEASES OF COUNCIL LAND AND PROPERTY AT A CONCESSIONARY RENT

Members considered a report which set out a number of proposed changes to the policy for leases of Council land and property at a concessionary rent.

The initial aim of developing a transparent and consistent policy was very much to the fore in Members consideration of the suggested amendments and it was agreed that the Policy, as amended, would meet this aim.

RESOLVED that

the updated Policy, attached at Appendix 1 to the report, be approved and implemented with immediate effect.

27. SELECTION OF REGISTERED PROVIDER FOR DEVELOPMENT OF HEWELL ROAD SWIMMING BATH SITE.

Members received a report which set out the recommendation for the selection of a Registered Provider from the Council's Preferred Partner list to deliver affordable housing on the Hewell Road swimming baths site.

It was noted that the Panel had reached a consensus based on the scoring matrix employed for the process and Redditch Co-op Homes had been recommended as the preferred partner to develop the site. It was suggested that, in future, the Council might be more prescriptive in detailing the numbers and types of properties it desired on a development site but Officers were of the opinion that, beyond advising of the primary housing need at the time of selection, it would be difficult to stipulate at the outset what was to be built as subsequent surveys might dictate that certain developments were unsuitable.

The loss of the play area was commented upon but Officers confirmed that Ward Members and Officers had consulted with the local community and had determined that the play area on site was poorly used and a focus for anti-social behaviour.

RESOLVED that

- 1) **Redditch Co-op Homes be selected as the preferred partner to deliver affordable housing on the Hewell Road swimming baths site; and**
- 2) **authority be delegated to the Head of Finance and Resources and the Housing Strategy Manager to complete the transfer of the site to Redditch Co-op Homes subject to planning permission being obtained.**

(During consideration of this item, Councillor Bill Hartnett declared an other disclosable interest as a Member of the Board of Redditch Co-operative Homes, appointed by the Council, and vacated the Chair and the Chamber for the duration of this item. The Vice-Chair, Councillor Chance, assumed the Chair in Councillor Hartnett's absence.)

28. LEASE OF THE ANCHORAGE

An opportunity had arisen through the Council's Joined Up Working to allow NEW College access to a property where the skills of its apprentices might be developed alongside those of the Council's own workforce and, as a consequence, a property would be returned to the Council in a refurbished condition at the end of the lease period.

Members were delighted to endorse the scheme as it promised to provide benefits to the local economy, the Council's own workforce and the Council's property portfolio. It was hoped that the present scheme might be adopted as a model for the future.

RESOLVED that

- 1) **"The Anchorage" property be let to the NEW College on a 5 year Full Repairing & Insuring lease which would include the NEW College returning the property in a lettable state;**
- 2) **a "peppercorn" rent only to be charged to the NEW College due to the benefits to the community and the in-house workforce, who would gain long term from the training the College would be able to provide in the building during the lease period; and**
- 3) **authority be delegated to the Head of Housing and Head of Legal Services to finalise the detailed provisions of the Lease and implement this decision.**

29. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 4th June 2013.

Members were keen to receive updates through the Overview and Scrutiny Committee in due course on the activities of Healthwatch Worcestershire.

Healthwatch Worcestershire

RESOLVED that

the Borough Council make representations to Healthwatch Worcestershire on behalf of local residents.

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

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

31. ADVISORY PANELS - UPDATE REPORT

The latest update on the activity of the Council's Advisory panels and similar bodies was considered by the Committee.

RESOLEVD that

the report be noted.

32. ACTION MONITORING

The Committee's Action Monitoring report was received by the Committee. It was noted that the action requested at the previous meeting had been undertaken.

RESOLVED that

the Action Monitoring report be noted.

The Meeting commenced at 7.00 pm
and closed at 8.45 pm

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Chair

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BOROUGH OF REDDITCH LOCAL PLAN NO.4

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	Yes
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report presents documents associated with the 'Proposed Submission' Borough of Redditch Local Plan No.4 for consultation and recommendations relating to the next stages in the process towards examination of the Local Plan.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** to the Council that

- 1) the Officer responses and actions (Appendix 1) to consultation held on Draft Borough of Redditch Local Plan No.4 be endorsed;
- 2) the Officer responses and actions (Appendix 2) to consultation held on Redditch Housing Growth be endorsed;
- 3) the Proposed Submission Borough of Redditch Local Plan No.4 (Appendix 3) and Sustainability Appraisal (Appendix 4) for representations to be made by statutory bodies and members of the public, commencing 30th September 2013 until 11th November 2013 be approved;
- 4) authority be delegated to the Executive Director of Planning, Regeneration, Regulatory and Housing Services/Head of Planning and Regeneration and the Development Plans Manager following consultation with the Portfolio Holder for Planning and Regeneration to review the representations made following the close of the representations period, and that subject to no significant weaknesses being raised to doubt the soundness of the draft Plan (for tests of soundness see paragraph 3.20 of this report), that the Borough of Redditch Local Plan No.4 be submitted to the Secretary of State for examination in December 2013;
- 5) authority be delegated to the Executive Director of Planning, Regeneration, Regulatory and Housing Services/Head of Planning and Regeneration and the Development Plans Manager following consultation with the Portfolio Holder for Planning and Regeneration to

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prepare and submit the necessary documents to support Submission of the Local Plan; and

- 6) authority be delegated to the Executive Director of Planning, Regeneration, Regulatory and Housing Services/Head of Planning and Regeneration and the Development Plans Manager following consultation with the Portfolio Holder for Planning and Regeneration, to undertake such further revisions, technical corrections and editorial changes deemed necessary in preparing the Local Plan for submission to the Secretary of State and to agree subsequent changes where appropriate during the examination.

3. KEY ISSUES**Financial Implications**

- 3.1 A budget bid of £30k for 2012/13 and £70k for 2013/14 has been approved to cover the costs of the Independent Examination and appointment of a Programme Officer. The fees for examinations were set under the Town and Country Planning (Costs of Inquiries etc.) (Standard Daily Amount) Regulations 2006 (SI 2006/3227).
- 3.2 Other costs associated with consultation can be met within existing Development Plans budgets.

Legal Implications

- 3.3 The Planning and Compulsory Purchase Act (2004) requires that Local Authorities should publish a plan at this stage in the process, which they think is sound. The published plan should be the one they intend to submit to the Planning Inspectorate. Changes after submission are considered unnecessary and may be disregarded by the Inspector unless there are exceptional reasons to justify them.
- 3.4 Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) requires 'proposed submission documents' to be prepared and submitted. These will include:
- the Local Plan, which the Local Authority propose to submit to the Secretary of State;
 - the Sustainability Appraisal report of the Local Plan;
 - a Regulation 18 Statement of Consultation;
 - a Regulation 19 Statement of the representations procedure; and
 - such supporting documents relevant to the preparation of the Local Plan.
- 3.5 This regulation also requires the representations period to consist of at least 6 weeks, which is proposed as 30th September to 11th November 2013. These timescales would ensure that the Council's proposed submission date of the

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Local Plan can be met, which is set out in the Council's Local Development Scheme (2012) as being November/December 2013.

- 3.6 Following consultation on the Proposed Submission Local Plan, in addition to the Local Plan itself, Regulation 22 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) sets out the documents prescribed for the purpose of Independent Examination of the Plan. These include the Sustainability Appraisal Report, a submission policies map, a Regulation 22 Statement, copies of representations made and such supporting documents relevant to the preparation of the Local Plan.

Service / Operational Implications

- 3.7 Appendix 1 is the outcome of consultation on the Draft Borough of Redditch Local Plan No.4. Consultation on the draft Local Plan No.4 was held between 1st April and 15th May 2013 concurrently with the Redditch Housing Growth consultation. Appendix 1 contains a summary of responses to the draft Local Plan with an Officer's recommended response with any appropriate actions. This has been presented by Policy or, where no policy exists, by issue.
- 3.8 The contents of Appendix 1 have been subject to scrutiny by Planning Advisory Panel since the close of consultation. There are a number of suggested changes to improve the Plan as a result of consultation, but there are few significant changes such as removal of key sites or major changes to policy. Changes of any significance are described in this report below.
- 3.9 The "Places to Live Which Meet our Needs" Key Theme has undergone some amendment. Policy 4 Housing Provision has had minor changes to better reflect Redditch and Stratford on Avon District's delivery of housing along the A435 corridor, however there are no suggested changes to the Borough's housing requirements. Policy 5 Effective and Efficient use of land has been amended to be more flexible and effective so that lower density development is encouraged where development can deliver objectively assessed housing requirements that are required.
- 3.10 The "Creating and Sustaining a Green Environment" Key Theme has had minor amendments to draft policies and there have been no significant changes. The Plan has been improved with the addition of Policy 22 Road Hierarchy.
- 3.11 The "Creating a Borough where Business can Thrive" Key Theme has had some amendments. Policy 23 Employment Land Provision has had some additions such as reference to the Worcestershire Waste Core Strategy and to clarify requirements at the Redditch Eastern Gateway. Policy 26 Office Provision has been amended to include reference to Strategic Sites where office provision is encouraged.

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- 3.12 The “Improving the Vitality and Viability of Redditch Town Centre and District Centres” Key Theme has had minor amendments to draft policies and there have been no significant changes.
- 3.13 The “Protecting and Enhancing Redditch’s Historic Environment” Key Theme has undergone some amendments particularly to the newly titled Policy 37 Historic Buildings and Structures and Policy 38 Conservation Areas, to make these policies more locally distinctive. This was done in response to concerns raised by English Heritage.
- 3.14 The “Creating Safe and Attractive Places to Live and Work” Key Theme has had minor amendments to draft policies and there have been no significant changes.
- 3.15 The “Promoting Redditch’s Community Well-being” Key Theme has had some minor amendments to draft policies and there have been no significant changes.
- 3.16 In the “Strategic Sites” section of the Plan, Policy 46 Brockhill East, Policy 47 Land to the Rear of the Alexandra Hospital, Policy 49 Woodrow have had minor amendments to draft policies and there have been no significant changes. Each Strategic Site is now accompanied by an indicative vision map. With regards to Policy 48 Webheath, Officers are aware that the Council refused planning permission on 22nd May 2013 for a proposal on part this Strategic Site set out in the Draft Local Plan No.4. The refusal was based upon the proposal’s additional traffic generation on the local road network coupled with the lack of suitable infrastructure to support the development and the lack of contribution towards the wider highway network infrastructure; however this does not alter the fact that the proposal site and the remainder of the Webheath Strategic Site is capable of sustainable delivery in the short to medium term, subject to necessary infrastructure being delivered. This Strategic Site should therefore continue to feature in the Proposed Submission version of the Borough of Redditch Local Plan No.4.
- 3.17 Appendix 2 is the outcome of consultation on the Redditch Housing Growth consultation. Consultation was held between 1st April and 15th May 2013 concurrently with the Draft Borough of Redditch Local Plan No.4. Appendix 2 contains a summary of responses and an Officer’s recommended response with any appropriate actions. This has been presented by site/area and then by Key Issues within each site/area.
- 3.18 The Proposed Submission Borough of Redditch Local Plan No.4 (Appendix 3) has been prepared to include all of the Officers suggested amendments from consultation. It also includes the revised Redditch Housing Growth Policy reflecting the outcome of that consultation. Additional up to date background documents listed in this report have resulted in minor changes since the draft Local Plan No.4 and the accompanying Policies Map since its last consultation version in April/May 2013.

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- 3.19 The Sustainability Appraisal Report (Appendix 4) has been amended to reflect its status as an appraisal accompanying the Proposed Submission Borough of Redditch Local Plan No.4. There are no significant changes proposed since the version of the Sustainability Appraisal for Local Plan No.4 was completed in April/May 2013 however please note the addition of material contained in the previous appraisal of the Redditch Housing Growth consultation.
- 3.20 The next stage in the process of adopting a Local Plan is to publish a Plan for a set period in order for representations to be received. Representations will be invited for respondents to provide some details as to why they consider the Plan to be unsound. The inspector will test soundness against whether the Plan is:
- Positively prepared: the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
 - Justified: the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
 - Effective: the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
 - Consistent with national policy: the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
- 3.21 In addition to these soundness tests a Planning Inspector will test whether the Plan has been prepared in accordance with the Duty to Cooperate, as well as other legal and procedural requirements.
- 3.22 One of the Recommendations relates to authority being delegated to prepare and submit the necessary documents to support submission of the Local Plan. This will relate to any outstanding evidence base in addition to other documents which are necessary but cannot be completed at this time. These will include documents such as a summary of the main issues raised by the representations, further Statements, or documents requested by the appointed Inspector.
- 3.23 For the actual examination, the Inspector will be assessing the whole Local Plan. The examination must centre on the issues identified by the Inspector, having regard to the requirements of legal compliance and soundness. To identify potential problems at an early stage, it is typical for an exploratory meeting to be arranged. Following this, hearing sessions will occur with the Inspector defining the matters and issues for the hearings. Those seeking changes to the Plan and wishing to be heard will be invited to the relevant hearing and others may be invited to attend.
- 3.24 It should be noted that the Planning Inspectorate indicate that they aim to deliver fact check reports following most typical examinations within 6 months from submission.

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- 3.25 At the end of an Examination the Inspector will issue a report to the Council. The report will contain recommendations relating to any changes that need to be made to the Plan, to ensure it is sound, before it can be formally adopted. At this stage the report will be brought to Council.

Customer / Equalities and Diversity Implications

- 3.26 As stated above, it is a requirement that representations are invited in relation to the soundness of the Plan. In order to guide our customers in this process a Representation Form and accompanying Guidance Note has been prepared which all respondents are encouraged to use.

4. RISK MANAGEMENT

- 4.1 Should there be any representations received during the representations consultation, which, in the view of the Head of Service/Director and Development Plans Manager suggest that the soundness of plan may be in doubt, the Portfolio Holder will be consulted about the level of risk. This will be informed by a summary of representations received which will enable the Council to consider what, if any change should be made before submission. At this stage a decision can be made about whether or not the Council are advised to continue to submission.

5. APPENDICES

Appendix 1 - Officer Responses to Local Plan No.4
Appendix 2 - Officer Responses to Redditch Housing Growth
Appendix 3 - Proposed Submission Borough of Redditch Local Plan No.4
Appendix 4 - Sustainability Appraisal Report for the Proposed Submission
Borough of Redditch Local Plan No.4

6. BACKGROUND PAPERS

Regulation 18 Statement of Consultation
Regulation 19 Statement of Representations Procedure
Representation Form and Guidance Note
Strategic Housing Land Availability Assessment (SHLAA) (2013)
Employment Land Review (ELR) (2013)
Five Year Housing Land Supply Document (2013)
Redditch Eastern Gateway Report
Draft Infrastructure Delivery Plan (2013)
Strategic Housing Market Assessment (SHMA) Update (2013)
Local Development Scheme (2012)
Statement of Compliance with the Duty to Cooperate

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7. KEY

BDC Bromsgrove District Council
BORLP Borough of Redditch Local Plan
IDP Infrastructure Delivery Plan
NPPF National Planning Policy Framework
RBC Redditch Borough Council
RJ Reasoned Justification
SA Sustainability Appraisal

AUTHOR OF REPORT

Name: Emma Baker
email: emma.baker@bromsgroveandredditch.gov.uk
Tel.: 01527 64525 Ext 3376

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**PROPOSED TRANSFORMATION OF THE SCHEME OF FEES AND
CHARGES FOR NON-STATUTORY PLANNING ADVICE**

Relevant Portfolio Holder	Cllr Greg Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 As a result of the on-going planning transformation project, improvements in service provision in terms of customer experience externally and officer efficiencies internally have been implemented.
- 1.2 Other transformation work in planning has also had regard to the strategic and corporate priorities that have been set. As a result of both of these elements of work, a revision to the charges levied is proposed.
- 1.3 The charges dealt with in this report are those relating to permitted development enquiries – those seeking to know whether planning permission is required – and requests for pre-application advice – those seeking advice on whether their proposals are likely to be acceptable or not.

2. RECOMMENDATIONS

The Committee is requested to RECOMMEND that

the fees and charges scheme and schedule as set out in Appendix 1 be approved to come into effect between 1st October 2013 and 31st March 2014 and Appendix 2 be approved to come into effect from 1st April 2014.

3. KEY ISSUES

Financial Implications

- 3.1 Members should be aware that as a result of altering the way that officers in the planning teams operate efficiency savings have been realised by removing waste from the system of processing requests for advice. Therefore, the cost of providing the service, particularly in terms of the smaller, simpler requests for advice, has reduced in terms of stationery and processing costs as well as in staff time.

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- 3.2 Whilst there would be a loss of revenue as a result of the proposal to cease charging in some areas, such as for householder enquiries, the loss is not considered to be of great significance in the context of the overall budget for the team in light of the decrease in cost of providing the service noted above and the customer benefits. (Approximate figures can be found at appendix 3.) The shortfall in income generated will be offset by savings realised within the associated costs of the service.

Legal Implications

- 3.3 The Council has no legal obligation to provide these non-statutory services, but they are considered to be a benefit to the customers and to the quality of submission of applications received as a result of giving advice up front.
- 3.4 The Council cannot make profit from charging for services. However it is able to cover the administrative and overhead costs of service provision, providing this is made clear at the point of charging. Therefore, the proposed fees would remain as covering these elements and not the advice itself.
- 3.5 The legal team have no specific comments to make on these proposals.

Service / Operational Implications

- 3.6 The planning transformation work has been on-going since Spring 2012 and has reviewed the way in which officers provide services to customers, as well as the back office operational aspects of service provision. It has altered the focus towards providing good quality customer services that meet their demands, by improving the efficiency and flexibility of the working practices of staff within the office.
- 3.7 As a result of customer feedback, an appraisal of the corporate strategic objectives, the continuing work on evidence gathering and policy preparation in relation to Local Plan 4, and improved efficiency and internal office processes, it is suggested that some of the categories that were not previously exempt from charging should become so.
- 3.8 In order to reflect the strategic purposes of the Council Plan, particularly 'help me run a successful business' and 'provide good things for me to see, do and visit', it is proposed not to charge for non-residential development in order to encourage the work that is continuing under the remit of the LEPs (under the banner Redditch is

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open for business) and all other economic development in the Borough.

- 3.9 Customer feedback identified that householders seeking advice on changes to their homes were receiving a mixed response depending on their method of enquiry. As a result, adaptations to the way these enquiries are dealt with have been put in place. These result in a more appropriate level of response to each individual, and a more reasonable requirement for providing information. By identifying what matters to each customer when their query is presented, officers are able to communicate more clearly and effectively at the outset, thus identifying the level of detail and information that is relevant and managing customer expectations on level and timing of services. Wherever possible, the initial officer will continue with the query right through to the end. This has proved to be welcomed by customers.
- 3.10 Of the two different types of enquiry routinely received and charged for currently, it is suggested that the permitted development enquiries should cease to be subject to a charge. This is because they were almost entirely enquiries by householders relating to small matters on dwellings which can usually be dealt with more simply than via a formal administrative process.
- 3.11 As a result of the proposed changes above, the only remaining categories where charges would be levied would be where new or conversion to new residential development is proposed. Whilst it is noted that housing is also a priority in terms of meeting the housing targets being set, the level of involvement of officers is greater and the benefit of recovering the charges greater as there is more officer time and input in these types of cases. The benefits are also clearer later in the process when better quality planning applications with a higher likelihood of success are submitted.
- 3.12 It is noted that the fees were not increased in April 2013 because it was known that changes to the system were likely to be proposed. It is therefore proposed that this change of when to charge be introduced from the beginning of October, and then the fees increased by 5% in April 2014 to make up for the lack of increase this year (see appendix 3). This reflects a two year inflationary increase on the fee.

Customer / Equalities and Diversity Implications

- 3.13 As a result of the proposed changes to the delivery and charging of this service, it is not anticipated that there would be any significant difference in these impacts. The service will remain advertised on the website and via the customer services team and will be available to all.

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It is now better tailored towards the individual needs of each customer, and as such has had positive feedback.

- 3.14 The Head of Service will continue to ensure that the customer service experience is of the highest possible standard. Staff will continue to receive training and feedback on their performance.

4. RISK MANAGEMENT

- 4.1 The way in which the service is operated is such that any dips in capacity are promptly flagged up and addressed amongst the team in order to ensure that the service continues to be provided well.
- 4.2 The Head of Service will continue to ensure that advice is not given until a fee has been received in cases where one is due, and that other cases are not held up by any administration relating to fee collection.

5. APPENDICES

Appendix 1 – Proposed new charging schedule

Appendix 2 – Proposed new charging schedule with 5% increase to come into effect in April 2014

Appendix 3 – Likely changes to income as a result of the proposals

6. BACKGROUND PAPERS

Redditch Borough Council Plan (July 2013)

Report to Executive Committee: Item 6 on 17 February 2010 agenda papers

7. KEY

LEP = Local Economic Partnership

AUTHOR OF REPORT

Name: Ailith Rutt, Development Management Manager, RBC

E Mail: ailith.rutt@redditchbc.gov.uk

Tel: 01527 534064 (x3374)

**EXECUTIVE
COMMITTEE**2nd September 2013**Appendix 1 – Proposed new charging schedule to come into effect on 1st October 2013**

Number of dwellings proposed	Development site area if no. of dwellings unknown	Cost of LPA advice	Cost of additional meeting (after first three)
1-4 dwellings	Less than 0.5ha	£268	£107
5-9 dwellings	0.6-0.99ha	£537	£107
10-49 dwellings	1-1.25ha	£1072	£536
50-199 dwellings	1.26-2ha	£2145	£793
200+ dwellings	More than 2ha	£3217	£1072

Appendix 2 – Proposed new charging schedule with 5% increase to come into effect on 1st April 2014

Number of dwellings proposed	Development site area if no. of dwellings unknown	Cost of LPA advice	Cost of additional meeting (after first three)
1-4 dwellings	Less than 0.5ha	£281	£112
5-9 dwellings	0.6-0.99ha	£564	£112
10-49 dwellings	1-1.25ha	£1126	£563
50-199 dwellings	1.26-2ha	£2252	£833
200+ dwellings	More than 2ha	£3378	£1126

Appendix 3 – Likely changes to income as a result of the proposals

RBC	2012/13 year	Likely income if fees change	Likely loss of income p.a.
Pre-app income	£12.5k	£10k	£2.5k
PD enquiry income	£2k	£0	£2k
Total loss of income			£4.5k

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GREATER BIRMINGHAM & SOLIHULL LOCAL ENTERPRISE PARTNERSHIP DELEGATION OF FUNCTIONS TO A JOINT COMMITTEE (LOCAL SUPERVISORY BOARD)

Relevant Portfolio Holder	Councillor Bill Hartnett, Leader of the Council and Portfolio Holder for Community Leadership and Partnership
Relevant Head of Service	John Staniland - Executive Director (Planning, Regeneration, Regulatory and Housing Services)
Non-Key Decision	

1. PURPOSE OF REPORT

This report seeks to update Council on the current position regarding the Greater Birmingham and Solihull Local Enterprise Partnership (LEP) and to agree a format of governance necessary to ensure the appropriate legal mandate for decisions made by the LEP in relation to the expenditure of any funds devolved to the LEP under a Single Local Growth Fund.

2. RECOMMENDATION

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

- 1) the creation of a Joint Committee to act as a Supervisory Board for the Greater Birmingham and Solihull Local Enterprise Partnership in accordance with the Local Government Act 1972 with voting representatives appointed by each constituent local authority and non voting business representatives be approved;**
- 2) functions relating to the bidding for and approval of schemes and expenditure of funds devolved under the Single Local Growth Fund be delegated to the Joint Committee (Supervisory Board);**
- 3) the appointment of the Leader as an ex officio appointment as the Redditch Borough Council Representative on the Joint Committee be approved;**
- 4) the appointment of the Deputy Leader as an ex-officio appointment as the Redditch Borough Council substitute representative on the Joint Committee be approved;**
- 5) the Head of Legal, Equalities and Democratic Services be authorised to agree and enter into all necessary legal documents**

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to effect the above decisions and update the Council constitution;
and

to RECOMMEND to Council that

- 6) **the establishment of a Joint Scrutiny Committee, its terms of reference and the appointment of a representative from this Council to the Committee as appropriate be approved.**

3. **KEY ISSUES**

Background

- 3.1 In its report 'The Greater Birmingham Project: the Path to Local Growth', the GBSLEP committed to forming a Supervisory Board comprising the nine elected local authorities, if a single pot was created.
- 3.2 In the Government's response to Lord Hestletine's 'No Stone Unturned' the Government has created a Local Growth Fund of c.£2billion of which about half will be available for LEPs to bid into competitively. To be successful a LEP will be expected to demonstrate a number of things including arrangements for delivering their Strategic Economic Plan which 'deliver collective decisions from all local authority leaders including the district Councils within the LEP, with evidence underpinning robust partnership arrangements.
- 3.3 In order to satisfy this requirement members are advised that work has been undertaken over the past few months to develop proposals for the Supervisory Board. The proposal is to establish a Supervisory Board as a Joint Committee with each Council delegating functions to it. Various options on the scope and functions were discussed by LEP Leaders on 13th June 2013. The draft terms of reference at Appendix 1 reflect the outcome of this discussion and the discussion at the LEP Board on 26th June 2013 when Directors endorsed this proposal.
- 3.4 Once each Local Authority has the appropriate approvals the GBSLEP Board's Articles of Association will be amended to reflect the new governance model. It is intended that the Supervisory Board will be in operation by the end of September 2013. It states that the strength of governance arrangements in place, including decision-making on spend, will be a key criterion in the negotiations around accessing the single Local Growth Fund.

Financial Implications

- 3.5 Funds applied for and received as part of the Single Local Growth Fund will be devolved to the GBSLEP and as such have no impact on this district's budget.

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- 3.6 The Board will have responsibility for determining how new funding streams are allocated within the LEP area. Scrutiny of these decisions will be provided by the establishment of a Joint Scrutiny Committee.

Legal Implications

- 3.7 The Supervisory Board will act as a Joint Committee under Sections 101, 102 Local Government Act 1972 and Section 20 Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 3.8 Political Proportionality will not apply to the Joint Committee as so constituted.
- 3.9 The power to co-opt non authority members on to a Committee is contained in Section 102 (3) of the Local Government Act 1972.

Customer / Equalities and Diversity Implications

- 3.10 There are no specific customer, equalities or diversity implications.

4. RISK MANAGEMENT

- 4.1 The North Worcestershire economic development and regeneration shared service has a Client Management Group (CMG) that oversees the service and makes joint key strategic decisions and through this means the North Worcestershire representative on the Joint Committee will be charged with effecting the vote for the collective North Worcestershire partners' benefit.

5. APPENDICES

Appendix 1 – Local Supervisory Board Terms of Reference

Appendix 2 – Joint Scrutiny Committee Draft Terms of Reference

6. CONCLUSION

The GBSLEP proposes to establish a Joint Committee Supervisory Board to determine, in this first instance, expenditure across the LEP geography (including North Worcestershire) in respect of the funding devolved under a single local growth fund.

7. BACKGROUND PAPERS

The LSB Proposed Terms of Reference.

EXCEUTIVE COMMITTEE

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AUTHOR OF REPORT

Name: John Staniland, Executive Director (Planning, Regeneration,
Regulatory and Housing Services)

E Mail: j.staniland@bromsgroveandredditch.gov.uk

Tel: (01527) 881429

Supervisory Board: Draft Terms of Reference

1. Governance

- 1.1 The Supervisory Board acts as a Joint Committee under ss 101, 102 Local Government Act 1972 and s20 Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 1.2 Political Proportionality rules will not apply to the Supervisory Board as so constituted.
- 1.3 The Supervisory Board will include the local authorities within the GBS LEP area i.e. Birmingham, Bromsgrove, Cannock Chase, East Staffordshire, Lichfield, Redditch, Solihull, Tamworth and Wyre Forest.

2. Host Authority

- 2.1 The Supervisory Board will be hosted under local government arrangements by Birmingham City Council and the Chief Executive or nominated Strategic Director of Birmingham City Council shall be Secretary to the Supervisory Board. The Host Authority will also provide s151 and Monitoring Officer roles to the Joint Committee.

3. Objects of Supervisory Board

- 3.1. To provide effective decision making and clear political accountability for management of the Single Local Growth Fund and other significant funding streams that cover the full GBS LEP geography as agreed with the LEP Board;
- 3.2. To empower the GBSLEP Board;
- 3.3 To oversee and review the activities of the GBSLEP Board;
- 3.4. To co-ordinate and liaise with GBS Local Transport Board; and
- 3.5 To consider any further measures necessary to strengthen the GBSLEP Board.

4. Membership

- 4.1. One member from each constituent authority. Such member to be the Leader (or other appointed member) from each constituent authority (voting).
- 4.2. The Chair of GBSLEP (non-voting).
- 4.3 Each Supervisory Board member to identify an alternate (an Executive Member).

5. Voting

- 5.1. One member one vote for local authority members.

- 5.2. Normal rules as to declarations of interest to be applied in accordance with the law and regulations governing pecuniary interests and Birmingham City Council Code of Conduct. The Chair has the right to decide whether observers declaring an interest can observe the meeting or should be asked to leave.
- 5.3. No ability to vote for private sector members.
- 5.4. In the event of any voting member of the Committee ceasing to be a member of the Council which appointed him/her, the Council shall forthwith appoint another voting member in his/her place.
- 5.5. Except as otherwise provided by the Local Government Acts 1972 and 1985, all questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a Member of the Committee.

6. Quorum

- 6.1. Four members present (one from Birmingham City Council, one from Solihull MBC, one District from Staffordshire and one District from Worcestershire).

7. Meetings

- 7.1. The Chair of the Meeting will be elected at the first meeting and then each Annual Meeting of the Supervisory Board (usually on the same day as the LEP's AGM) and if the Chair is not present at any meeting within 10 minutes of the start of the meeting then those present will elect a Chair to act for that meeting.
- 7.2. Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.
- 7.3. Each person entitled to attend will send an alternate as per para 4.3 in the event of his or her unavailability. The Secretary for the Supervisory Board shall be informed prior to the commencement of the meeting of any alternate members attending.
- 7.4. The Supervisory Board will normally meet on the same day and immediately following the GBSLEP Board meeting, but meetings can be called at other times as needed. A meeting of the Supervisory Board must be convened by the Chair within 28 days of the receipt of a requisition of any two voting members of the Supervisory Board addressed to the Secretary to the Supervisory Board. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.

8. Standing Orders

- 8.1. Standing Orders for the Supervisory Board shall be the Standing Orders from time to time of Birmingham City Council

9. Administration

- 9.1 (i) The Secretary shall keep proper accounts of the money received and expended by the Supervisory Board.
- 9.1 (ii) The Secretary shall apportion the expenses of the Supervisory Board between the Councils in proportion to the population of each Council in the Greater Birmingham and Solihull Local Enterprise Partnership area.
- 9.2 This Terms of Reference and, subject as hereinafter mentioned, the functions of the Supervisory Board may be amended at any time by the unanimous agreement of the voting members of the Supervisory Board.



GBSLEP Supervisory Board Scrutiny Paper

Background

The Proposal for a Joint Scrutiny Committee was agreed by GBSLEP Leaders on 13th June 2013 and by the LEP Board on 26th June 2013. This paper sets out a draft proposal for this Committee for discussion.

Implementation

The agreed action will need to be implemented through Cabinet and Full Council of each Council. Functions will need to be delegated to the GBSLEP Joint Scrutiny Committee to be effective.

1. Governance

The Joint Scrutiny Committee will act as a Joint Committee under ss 101, 102 Local Government Act 1972 and s 21 Local Government Act 2000.

1.2 Access to Meetings

Normal rules apply as to public access i.e. as a Joint Committee the public has access except for exempt business.

1.3 Approvals Process

Cabinet and in some cases Full Council authority at each constituent authority will be required to authorise and delegate functions to the Joint Scrutiny Committee.

1.4 Host Authority

1.4.1 The Joint Scrutiny Committee will be hosted under local government arrangements by (Council*) and the Chief Executive of (Council) shall be Secretary to the Joint Scrutiny Committee.

** Given that Birmingham CC is hosting the Supervisory Board, Chief Executives have suggested that another authority should host the Joint Scrutiny Committee. Solihull MBC is exploring this option.*

1.4.2 (Council) Standing Orders will apply to the Joint Scrutiny Committee.

1.4.3 The Host Authority will also provide s151 and Monitoring Officer roles to the Joint Scrutiny Committee.

2. Objects of Joint Scrutiny Committee

2.1 To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Supervisory Board which are as follows:

- To provide effective decision making and clear political accountability for management of the Single Local Growth Fund and other significant funding streams that cover the full GBS LEP geography as agreed with the LEP Board;
 - To empower the GBSLEP Board;
 - To oversee and review the activities of the GBSLEP Board;
 - To co-ordinate and liaise with GBS Local Transport Board; and
 - To consider any further measures necessary to strengthen the GBSLEP Board.
- 2.2 To make reports or recommendations to the Supervisory Board with respect to the discharge of any functions which are the responsibility of the Supervisory Board

[Please note the above objectives are statutorily defined]

3. Membership

3.1 24 Members in total comprising (based on population):-

- 8 from Birmingham City Council
- 4 from Solihull Metropolitan Borough Council
- 1 each from the 7 Shire Districts in the GBSLEP area
- 3 additional members to be chosen by the South Staffordshire Shire Districts in the GBSLEP area
- 2 additional members to be chosen by the North Worcestershire Shire Districts in the GBSLEP area

[The objective is to achieve political balance for the committee. As such:

- *Birmingham and Solihull's members should be chosen in proportion to the make-up of their councils;*
- *the first member from each of the seven shire districts should be from the ruling party of that particular council;*
- *the three additional members from the South Staffs Districts should be chosen collectively by the four councils to represent the political proportionality of the districts as a whole;*
- *likewise the same approach should be taken for the two additional North Worcs members].*

3.2 There is an ability to co-opt members on to the Joint Scrutiny Committee.

4. Voting

- 4.1 1 member 1 vote for local authority members
- 4.2 No ability to vote for private sector members
- 4.3 Conflicts of Interest will be dealt with in accordance with the Members Code of Conduct of the Host authority

5 Quorum

11 members present (4 from Birmingham City Council, 2 from Solihull MBC, 3 from South Staffordshire Districts and 2 from North Worcestershire Districts).

6 Meetings

6.1 The Chair of the Meeting will be []. Terms of Reference and Standing Orders will provide for an appropriate substitute in the event of unavailability.

6.2 Meetings to take place when there is a possible call-in*.

**Leaders wanted to have a 'light-touch Scrutiny arrangement. The other options for meetings would be a) to meet X monthly independent of GBSLEP or b) to meet on the same day and immediately following the Supervisory Board meeting.*

6.3 Members of the Committee will be invited to the LEP's Annual General Meeting.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**2nd September 2013**GREATER BIRMINGHAM & SOLIHULL LOCAL ENTERPRISE
PARTNERSHIP DELEGATION OF FUNCTIONS TO A JOINT COMMITTEE
(LOCAL TRANSPORT BOARD)**

Relevant Portfolio Holder	Councillor Bill Hartnett, Portfolio Holder for Community Leadership and Partnership.
Relevant Head of Service	John Staniland, Executive Director (Planning, Regeneration, Regulatory and Housing Services) .
Non-Key Decision	

1. PURPOSE OF REPORT

This report seeks to establish a Joint Committee to act as the Local Transport Board for the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP).

2. RECOMMENDATION

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

- 1) **the creation of a Joint Committee to act as the Local Transport Board for the Greater Birmingham and Solihull Local Enterprise partnership in accordance with Section 102 of the Local Government Act 1972 be approved;**
- 2) **functions relating to the approval of Local Transport schemes in the area of the Greater Birmingham and Solihull Local Enterprise partnership and the bidding for and expenditure of funds devolved to the Joint Committee under the Local Major Transport Scheme capital funding be delegated to the Joint Committee (Local Transport Board);**
- 3) **the Terms of Reference of the Local Transport Board as detailed at Appendix 3 to the report and the Local Transport Board Assurance Framework as detailed at Appendix 4 to the report be approved;**
- 4) **Councillor J-P Champion for Wyre Forest District Council be appointed as the representative on the Local Transport Board to represent the Borough Council, Bromsgrove and Wyre Forest District Councils, with Councillor P Mould as the substitute representative;**

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**2nd September 2013

- 5) **authority be delegated to the Head of Legal, Equalities and Democratic Services to agree and enter into all necessary legal documents to effect the above decisions and to update the Council Constitution accordingly.**

3. KEY ISSUES**Background**

- 3.1 On 31st January 2012 the Department for Transport (DfT) issued a consultation document entitled 'Devolving Local Major Transport Schemes.' This set out a number of considerations local areas need to give when developing a Local Transport Body (LTB) which would be able to receive major scheme funding from the DfT post 2015. The DfT published the responses to the consultation on 2nd August 2012.
- 3.2 In addition to the summary of responses, a letter from the DfT on 1st August 2012 outlined guidance for the establishment, geography and governance of the LTB's. The guidance invited Local Authorities and Enterprise Partnerships to confirm the geography of their LTB by September 2012. This was agreed by Council on 15th October 2012.
- 3.3 Further to this, additional guidance was issued by the DfT on 18th September 2012, outlining their expectations for the devolving of major scheme funding from 2015. Historically these monies (for schemes up to £5m) would have been passported directly to the appropriate local highway authority.
- 3.4 On 23rd November 2012, the DfT published further guidance outlining the process for developing an assurance framework for LTBs (see appendix 1). LTBs were asked to develop Assurance Statements for submission to DfT by the end of February 2013. Assurance Statements should cover voting arrangements within the LTB, the status and role of the Accountable Body, administrative arrangements to comply with DfT requirements, protocols for scheme prioritisation and programme management.
- 3.5 On 18th January 2013 the GBSLEP Board met to discuss the establishment of the GBS LTB and agreed to invite Birmingham City Council to act as the accountable body for the GBS LTB (see copy letter dated 25th January at appendix 2).
- 3.6 On 23rd January 2013 DfT issued indicative funding allocations for LTBs (see below). These figures were provided for planning purposes. The actual allocation will not be determined until further spending rounds within Government. Despite the North Worcestershire representation during the consultation that our preference was for our

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respective allocations to be divided equally across the two LEPs that we are members of, DfT announced the following:

- Wyre Forest District Council 100% to Worcestershire LEP*£100,200.00
- Redditch Borough Council 50% to Worcestershire LEP £ 43,250.00
- Bromsgrove District Council 50% to Worcestershire LEP £ 48,500.00

- Redditch Borough Council 50% to GBS LEP £ 43,250.00
- Bromsgrove District Council 50% to GBS LEP £ 48,500.00

- * Wyre Forest District Council has made representations to DfT regarding its preference to mirror the Redditch and Bromsgrove 50:50 split.

- 3.7 The GBSLEP has responded to DfT as required by the end of February 2013 with its proposals for the governance structure to oversee the expenditure of these monies via a Local Transport Board established as a formal Joint Committee.
- 3.8 The proposed terms of reference for the Joint Committee (Local Transport Board) are at Appendix 3 and Members are asked to agree the creation of the Joint Committee and the inclusion of the same in the Council's Constitution.

Financial Implications

- 3.9 The devolved Local Major Transport Scheme Funding would ordinarily have been passported through to Worcestershire County Council so the fact that such monies are being devolved directly to the LEPs will have no impact on this district's own finances.
- 3.10 Final allocations for the capital funding to be devolved to the GBS LEP are not yet know. However, the DfT have advised an indicative allocation which is cited in the main body of the report.
- 3.11 Funding will be awarded by GBS LTB to local authorities promoting major transport capital projects on the basis of business case applications (in a format to be agreed with DfT).
- 3.12 The allocation of funding to approved transport capital projects via the GBS LTB will not replace the requirements for each local authority to obtain the necessary approvals for successful projects through their own procedures and the responsibility for managing project delivery within DfT conditions will be the responsibility of those authorities receiving funding.

Legal Implications

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- 3.13 The establishment of the GBS LTB as a Joint Committee is undertaken under section 102 of the Local Government Act 1972 (as amended).
- 3.14 The power to co-opt non voting members onto a committee is contained in Section 102(2)(3) of the Local Government Act 1972.

Service/Operational Implications

- 3.15 There are no specific service or operational implications.

Customer / Equalities and Diversity Implications

- 3.16 There are no specific customer, equalities or diversity implications.

4. RISK MANAGEMENT

- 4.1 If the Council decides not to take part in the new LTB it will risk not being part of key strategic transport decision making that it could benefit from along with its North Worcestershire partners.
- 4.2 The North Worcestershire economic development and regeneration shared service has a Client Management Group (CMG) that oversees the service and makes joint key strategic decisions and through this means the North Worcestershire representative on the Joint Committee will be charged with effecting the vote for the collective North Worcestershire partners' benefit.

5. CONCLUSION

The GBSLEP proposes to establish a Local Transport Board with the Joint Committee structure to determine, in this first instance, expenditure across the LEP geography (including North Worcestershire) in respect of the DfT's devolved Local Major Transport Scheme funding. It is proposed that each of the three North Worcestershire authorities delegate as necessary to the North Worcestershire representative on this LTB to exercise decisions as part of the Joint Committee.

6. APPENDICES

- Appendix 1 – DfT Guidance on Assurance Frameworks for LTBs.
- Appendix 2 – Letter to Birmingham City Council asking it to act as the accountable body for the GBS LTB.
- Appendix 3 - Local Transport Board Terms of Reference.
- Appendix 4 – Local Transport Board Assurance Framework.

7. BACKGROUND PAPERS

REDDITCH BOROUGH COUNCIL

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2nd September 2013

The LTB Proposed Terms of Reference.

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

2nd September 2013

AUTHOR OF REPORT

Name: John Staniland, Executive Director (Planning, Regeneration, Regulatory and Housing Services).

E Mail: j.staniland@bromsgroveandredditch.gov.uk

Tel: (01527) 64252 (Extn. 3309)



Department for Transport

By email

MOSTAQUE AHMED
Head of Local Transport Funding,
Growth & Delivery
Zone 2/14, Great Minster House
33 Horseferry Road
London SW1P 4DR

Direct Line: 020 7944 6541

Mostaque.ahmed@dft.gsi.gov.uk
Web Site: www.dft.gov.uk

23 November 2012

John Dowie wrote to you in August outlining our intention to produce more detailed guidance about the setting up of Local Transport Bodies (LTBs) and our requirements for local assurance frameworks. This followed the consultation exercise for plans to devolve funding for local major transport schemes that we carried out earlier this year. We published our main proposals for taking forward major scheme devolution on 18th September and I am now pleased to enclose a copy of the detailed guidance document on assurance frameworks which is being published today.

You will recall there was overwhelming support for the principle of devolution. One of the most important issues emerging from the consultation and subsequent discussions we've had with local partners was the need for greater clarity from DfT on how we can be assured LTBs are fit for purpose and have the necessary arrangements in place to ensure value for money and good decision making. This guidance sets out our key requirements and principles.

We acknowledge that this guidance is appearing later than we had initially anticipated and we appreciate that concerns have been raised from some stakeholders over timescales, in particular, the December deadline for LTBs to submit their assurance frameworks and the subsequent April 2013 deadline to submit their prioritised lists. We acknowledge the timescales are challenging but they are driven by the need to ensure sufficient numbers of schemes are ready for delivery from 2015/16. We do, however, aim to be flexible as well as pragmatic and are therefore extending these deadlines to February 2013 and July 2013 respectively.

As you will note from the guidance document we are happy to adopt a practical approach to frameworks that have the essential matters covered by the deadlines but require more detail to be fleshed out later. The important thing is to engage closely as your respective drafts and proposals develop. Our local engagement teams are well placed to help provide you with advice and support enabling us to work together to resolve issues quickly and effectively and ensure arrangements meet minimum standards. This support could include direct advice and assistance to individual LTBs but in parallel we also plan to provide more general support and guidance in the form of written material and

workshops early in the new year on aspects such as proportionality in appraisal and producing value for money statements. We hope these will provide useful tools for you in producing your assurance frameworks to the required standard.

It has never been the Department's intention to be overly burdensome but putting in place the robust arrangements now will benefit all of us for the long term. We all want a system that works for everyone and to attain this we need to work together to ensure we have in place good governance systems, effective processes for identifying priorities along with high standards of programme management and investment decisions.

We cannot give a full list of indicative funding levels as we are still awaiting confirmation of LTB geography. Ministers are considering the geography issues and we hope to make a decision soon, at which point we can publish these indicative figures. I would however remind you that the indicative funding will be based on £1.1bn nationally (England excluding London) allocated to local areas by population as set out in John Dowie's letter of 2nd August.

If you have any queries regarding this letter please contact your DfT local engagement teams.



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Andrew Cleaves
Non-Executive Board Director
Greater Birmingham & Solihull LEP
c/o LEP Executive
Ground Floor, Baskerville House
Centenary Square
Birmingham
B1 2ND

Email: yvonne.ashford@birmingham.gov.uk
Telephone: 0121 303 2150

28th January 2013

By email:
Councillor Sir Albert Bore
Leader, Birmingham City Council
The Council House
Victoria Square
Birmingham
B1 1BB

Greater Birmingham & Solihull Local Transport Body - Accountable Body

The GBSLEP Board at its meeting on the 18th January 2013 considered a report and recommendations relating to the establishment of a Local Transport Body based on the LEP Geography.

As an outcome of the meeting the recommendations outlined below were agreed.

1. That a Local Transport Body (LTB) for the Greater Birmingham and Solihull geography be established, based on the principles set out in paragraph 10 of the report.
2. Formally invite Birmingham City Council to be the Accountable Body for the LTB.
3. Delegate authority to sign off the Assurance Statement setting out the principles for the establishment of the greater Birmingham and Solihull Local Transport Body to the Lead Board Member for Transport in consultation with the Chair, and the leader of Birmingham City Council (as accountable body), such that the draft proposal can be finalised for submission to the Department for Transport by the deadline of the 28th February.
4. Agree that a Shadow LTB Board be formed to replace GBS LEP's Strategic Transport Group, supported by a Transport Advisory Group (replacing the existing Transport Officers Group) to facilitate transition to the new arrangements.

I am writing formally to expedite recommendation two, in seeking the agreement of Birmingham City Council to act in the role of “Accountable Body” for the GBS LTB.

As the Accountable Body for the GBS LTB, Birmingham City Council will:

- a. Hold the devolved major scheme funding and make payments to delivery bodies such as other Local Authorities
- b. Account for these funds in such a way that they are separately identifiable from the Accountable Body’s own funds
- c. Provide financial statements to the LTB as required. The local agreements that underpin the LTB will ensure that the funds can be used only in accordance with an LTB decision.

I would be grateful if Birmingham City Council could confirm agreement for this role no later than 21st February in order that this assurance can be included in a response to the DfT by 28th February.

Yours sincerely,

Andrew Cleaves
Non-Executive Director, Greater Birmingham and Solihull Local Enterprise
Transport Lead & Chair GBS LEP Strategic Transport Group

**GREATER BIRMINGHAM AND SOLIHULL
LOCAL TRANSPORT BOARD – TERMS OF REFERENCE**

Appendix 3

Strategic Objectives	Remit
<p>a) Ensure that value for money is achieved regarding the devolved local authority major scheme funding;</p> <p>b) Identify a prioritised list of investments within the available budget;</p> <p>c) Make decisions on individual scheme approval, investment decision making and release of funding, including scrutiny of individual scheme business cases;</p> <p>d) Monitor progress of scheme delivery and spend;</p> <p>e) Actively manage the devolved budget and programme to respond to changes in circumstances (for example scheme slippage, scheme alteration or cost increases);</p> <p>f) Engage government in dialogue to ensure resource is maximised and additional funding streams are coordinated; and</p> <p>g) Fully participate in the development of strategic cross boundary schemes.</p>	<ol style="list-style-type: none"> 1. To promote and, where appropriate, present a view on the transport priorities of the Greater Birmingham & Solihull Sub-Region. 2. To make decisions on devolved major transport schemes, in line with the guidance issued by the Department for Transport; 3. To work across LEP Boundaries to ensure the development of strategic cross boundary schemes; 4. To determine which major transport schemes should have resources allocated to them from any funding the Board controls or will control in the future; 5. To maximise and co-ordinate additional funding streams; 6. To have responsibility for ensuring value for money is achieved; 7. To identify a prioritised list of investments within the available budget; 8. To make decisions on individual scheme approvals, investment decision making and release of funding, including the scrutiny of individual scheme business cases; 9. To monitor progress of scheme delivery and spend; 10. To actively manage the devolved budget and programme to changed circumstances, including scheme slippage, alteration, cost variances, etc; 11. To engage consultants, subjects to funds being available to assist the Board in scheme appraisal and additional work where needed; 12. To consider any matter within these Terms of Reference referred to it by any constituent Council, any agency including Government Departments, The GBSLEP, the West Midlands Joint Committee and West Midlands Integrated Transport Authority and Worcestershire and Staffordshire County Council as member LTA's; 13. To review, and where appropriate, respond to consultation on policy and frameworks; including Local Transport Plans of the GBS geography 14. To promote best practice in all matters within these Terms of Reference.
Membership	
As per appendix 1	

Assurance Framework

**Greater Birmingham & Solihull Local Transport
Board**

28th February 2013

Any enquiries relating to this Assurance Framework should, in the first instance, be directed to:

Ann Osola

Head of Growth & Transportation

Birmingham City Council

1 Lancaster Circus

Queensway

Birmingham

B4 7DJ

Telephone: 07557 203165

E-mail: ann.osola@birmingham.gov.uk

Part 1: Purpose, Structure and Operating Principles

Name

1. The Greater Birmingham & Solihull Local Transport Board (GBS LTB).

Geography

2. The Greater Birmingham & Solihull Local Transport Board (GBS LTB) covers the geographical boundary of the Districts of Birmingham, Solihull, East Staffordshire, Lichfield, Tamworth, Cannock Chase, Bromsgrove, Redditch and Wyre Forest. It sits at the heart of the West Midlands, representing an economic geography made up of both Metropolitan and Shire Districts. The geography is based on the Greater Birmingham and Solihull Local Enterprise area.

Membership

3. The Board has been established and consists of the following voting members:
 - a. Representatives of the Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) - (3 voting members)
 - b. Birmingham City Council (Highway Authority) - Leader or nominated substitute. (1 voting member)
 - c. Solihull MBC (Highway Authority) - Leader or nominated substitute (1 voting member)
 - d. WM Integrated Transport Authority (Local Transport Authority for Birmingham & Solihull) – Lead Member or nominated substitute (1 voting member)
 - e. 1 representative from the North Worcestershire GBSLEP Shire Districts (Leader or nominated substitute)
 - f. 1 representative from the Southern Staffordshire GBSLEP Shire Districts (Leader or nominated substitute)
 - g. Staffordshire County Council (Local Transport Authority) – Leader or nominated substitute (1 voting member)
 - h. Worcestershire county Council (Local Transport Authority) – Leader or nominated substitute (1 voting member)

4. Also in attendance at the LTB will be the Chair of the Strategic Transport Advisory Group (STAG). The Board Membership is shown in diagrammatic form in Appendix 1.
5. The Chair and Vice Chair for GBS LTB will be nominated by the LTB voting members on an annual basis. The Chairman shall preside at all meetings at which he/she is present. In the absence of the Chairman, the Vice-Chairman, if present, shall preside. In the absence of both Chairman and Vice-Chairman, the Board shall appoint a chairman for the purpose of that meeting.
6. Representatives of the Transport Boards from The Black Country LEP, Coventry Warwickshire LEP, Staffordshire and Stoke LEP, The Marches LEP and Warwickshire LEP will be invited as observers, with voluntary attendance based on agenda.
7. Membership will be reviewed on an annual basis or more frequently should events require.
8. All matters put to the vote shall be decided by a majority of the Board Members present and voting thereon at the meeting. In the case of an equality of votes, the Chair shall have a second or casting vote. The method of voting shall ordinarily be by a show of hands.
9. The Board may decide to weight the votes of individual voting members to reflect the constituency that they represent.
10. Not less than five voting members shall form a quorum, a majority of which should be Elected Members.
11. The Secretary to the GBS LTB shall be provided by Birmingham City Council's Strategic Director for Development & Culture or his delegated nominee.

Registration and Declaration of Interests

12. Voting members of the LTB must register their personal interests; elected members will have already undergone this procedure and their own local authority's register of interest will be sufficient. This will cover interests across the LTB geography. Non-elected voting members will utilise a conflicts of interest procedure based on Birmingham City Council's (Accountable Body) procedure, see Appendix 2, Code of Conduct.
13. Members must act in the interest of the Greater Birmingham & Solihull geography as a whole and not in the interest of their sector or geographical area.
14. When reviewing business cases and approving individual schemes those voting members who have a personal interest in the scheme should declare this at the start of the meeting.
15. Completed conflicts of interest forms will be available on the GBS LTP web page.

Gifts and Hospitality

16. Gifts and hospitality policy for elected members will be the same as that of their own local authority. Copies of these will be available on the respective members own local authority website. A collated register will be made available on the GBS LTP web page.

16. For non -elected voting members Birmingham City Council’s policy should be used to declare any gifts or hospitality which may be seen as related to a specific scheme, see Appendix 2, Code of Conduct.

Status and Role of Accountable Body

17. The preferred option is that the Greater Birmingham and Solihull LTB will be established as a Joint Committee of the Birmingham and Solihull Metropolitan Authorities, along with Staffordshire and Worcestershire Country Council and the ITA. This will be subject to Department for Communities and Local Government (DCLG) approval of LEP representatives having voting rights on the LTB. Moreover, in the context of on-going dialogue over the transport elements of the Greater Birmingham and Solihull City Deal , this model will be subject to further review in order to ensure consistency with the delivery of the City Deal outputs and outcomes.

18. Birmingham City Council will be the Accountable Body for Greater Birmingham & Solihull Local Transport Board. As accountable body, Birmingham City Council will:
 - a. Hold the devolved major scheme funding and make payments in accordance with the decisions of GBS LTB;

 - b. Account for these funds in such a way that they are separately identifiable from BCC’s own funds and provide financial statements to GBS LTB as required;

 - c. Ensure that the decisions and activities of the GBS LTB conform to legal requirements with regard to equalities, environmental, EU issues and other relevant legislation and guidance;

 - d. Ensure (through the Section 151 Officer) that the funds are used appropriately;

 - e. Ensure that the GBS LTB Assurance Framework as approved by DfT is being adhered

to by tasking the Chair of STAG with monitoring and reporting conformity of individual projects;

- f. Maintain the official record of GBS LTB proceedings and hold all GBS LTB documents;
- g. Record the decisions of the GBS LTB in approving schemes (for example if subjected to legal challenge);
- h. Supply protocol and guidance in relation to transparency and audit for the GBS LTB to adhere to;
- i. Supply format for non-elected voting members to declare interests (elected voting members can utilise their own authority's procedure); and
- j. Supply access to all associated documents. Documents will be available online via the LEP website, via Birmingham City Council's own website.

19. Appropriate legal agreements will be implemented to underpin the working of the LTB and define the responsibilities that partners have to one another, particularly any back to back assurances the accountable body will need from other LTB partners in order to assume the above responsibilities

Audit and Scrutiny

20. Regular independent (external) audit and assurance checks will be commissioned and undertaken to verify that GBS LTB is operating effectively within the terms of its agreed assurance framework. BCC will be responsible for taking the necessary action to remedy any shortcomings identified within any such audit.

21. The first audit will take place and be submitted to DfT before December 2014.

Subsequent reports will be submitted to DfT on an annual basis.

22. Birmingham City Council will provide protocol and guidance in relation to

transparency and audit for the LTB to adhere to.

Strategic Objectives and Purpose

23. The LTB will: -

- a) Ensure that value for money is achieved regarding the devolved local authority major scheme funding;
- b) Identify a prioritised list of investments within the available budget;
- c) Make decisions on individual scheme approval, investment decision making and release of funding, including scrutiny of individual scheme business cases;
- d) Monitor progress of scheme delivery and spend;
- e) Actively manage the devolved budget and programme to respond to changes in circumstances (for example scheme slippage, scheme alteration or cost increases);
- f) Engage government in dialogue to ensure resource is maximised and additional funding streams are coordinated; and
- g) Fully participate in the development of strategic cross boundary schemes.

24. Terms of reference for the LTB are available in Appendix 3 -Terms of Reference.

Support and Administration Arrangements

25. Administrative support will be provided by Birmingham City Council. Costs

pertaining to this administrative role will be met by Birmingham City Council, with

contributions, as appropriate, from the other Local Authorities, and central government grant funding.

26. Professional advice to the GBS LTB will be provided by the Chair of STAG, drawing upon the resources of STAG as required. STAG will comprise of officers from the Local Authorities, Centro, Network Rail, Birmingham Airport, Highways Agency, DfT, Birmingham Chamber of Commerce and Business Representatives.
27. Independent scrutiny of business cases will be undertaken by an independent consultant to be appointed by GBS LTB, with findings presented for discussion at STAG. Feedback from STAG will be incorporated into the consultancy report to the LTB. STAG members will be expected to provide briefings to their LTB Members in advance of LTB Decision Making Meetings as appropriate.
28. The Greater Birmingham and Solihull Strategic Transport Advisory Group will be in place to perform actions which are borne from the GBS LTB. (STAG ToR to be agreed by LTB)

Working Arrangements and Meeting Frequency

29. Meetings of GBS LTB will be programmed to occur quarterly, with special meetings held as required. Special meetings are likely to be required when determining the scheme programme and when making investment decisions. All of these meetings will be open to the public and subject to a minimum notice period of 2 weeks.
30. The Chairman and Vice-Chairman shall be authorised to make decisions on matters of urgency between normal meetings of the Board and where exceptional meetings of the Board cannot be convened within an acceptable time frame. The actions shall be reported to the next available meeting of the Board for information. Notice of any special (exceptional) meetings will appear on Birmingham City Council's website.
31. GBS LTB will meet and approve the initial prioritised programme in late June 2013 in order to make the required submission to the DfT in July 2013.
32. GBS LTB will meet when making individual scheme investment decisions in line with the approval process set out in Part 3 of this document.

Transparency and Local Engagement

33. Meeting papers and minutes, scheme business cases and evaluation reports, funding decision letters with funding levels and conditions indicated and regular programme updates on delivery and spend against budget will be published on the GBS LEP website. Meeting papers, minutes and reports will also be published on Birmingham City Council’s website.
34. The public and stakeholders will be able to provide input via the GBS LEP website. Stakeholders will be made aware of how to provide input via a newsletter distributed through intermediaries such as the Chamber of Commerce.
35. The GBS LTB will adhere to Local Government Transparency Code through Birmingham City Council as the administrative body, see Appendix 4 for a link to the Code of Recommended Practice for Local Authorities on Data Transparency.
36. A statement detailing the process by which the GBS LTB will make decisions upon major investment will be published online alongside other documentation.
37. FOI and EIR requests will be dealt with in accordance with the relevant legislation of the local authority to which the request pertains to. Cross boundary requests will be led by Birmingham City Council.

Complaints and Whistleblowing

38. Complaints from stakeholders, members of the public or internal whistle blowers will be dealt with and resolved using Birmingham City Council’s procedures. See Appendix 5 for BCC’s Anti-Fraud and Corruption Policy and Whistleblowing Policy.

Part 2: Prioritisation

39. A prioritised and affordable list of schemes will need to be identified for submission to the Department for Transport (DfT) by July 2013. It is presumed that candidate schemes would be promoted by one of the GBS LTB Member Organisations. Scheme eligibility would be based upon:

- GBS LEP transport priorities as set out in the GBS LEP Strategy for Growth, and developed within the GBS LEP Place Prospectus;
- Priorities to support regional economic growth as captured under the following headings:
 - Access to international gateways and HS2
 - Access to growth (i.e. enterprise and investment sites)
 - Freight and Business Efficiency (tackling congestion and journey time reliability)
 - Access to labour and skills
- Value for Money, Deliverability, Environmental and Social/Distributional impacts as outlined in the DfT's Early Assessment and Sifting Tool (EAST) framework.

40. Minimum Eligibility Criteria would be as follows:

Aim

- The proposal must be a transport scheme to be delivered on any local highway, national motorway, railway, light rail or canal network.

Threshold

- The minimum gross cost threshold for any scheme to be considered is £5 million and must be capital which creates a physical asset. Any proposal that is valued below this threshold will not be eligible for major scheme funding.

Scheme Types

- A scheme could include proposals for improvements to the highway network, public transport (bus, rail and rapid transit) walking and cycling improvement or improvement to canal transport. GBS LTB will also consider any genuine package of measures with a focused and well-defined set of aims, benefits and deliverables that includes a combination of the above modes.

Strategic Fit

- Scheme proposals must demonstrate as a minimum how the scheme will affect positive change particularly for businesses within GBS LEP, wider transport and economic benefits to the West Midlands, the GBS LEP priorities and DfT wider transport objectives.

Economic Impact

- Proposals must clearly demonstrate a positive economic impact to the GBS economy and the wider West Midlands region. Emphasis will be on economic growth and inward investment for GBS LEP.

Deliverability

- Any proposal must clearly demonstrate that it has good political, stakeholder and public support, a timetable for delivery within the funding period and must be affordable within the available devolved funding (or supplemented in part by committed third party contributions). GBS LEP will take into consideration whether a proposed scheme is being funded (in part) through other means i.e. a combination of devolved funding, Integrated Transport Block, Local Sustainable Transport Fund, Better Bus Area Fund, Highways Agency funding, Network Rail Funding or private sector led funding stream. Any rail scheme where the contribution required is valued higher than the LEP allocation and the scheme is not included as part of the High Level Output Specification (HLOS) 2012 or Network Rail's Strategic Business Plan for Control Period 5 (2014-19) will not be prioritised.

Joint Funding

- Where major scheme funding represents one element of the proposed scheme costs, GBS LTB will require evidence of the commitment from the other funding streams.

Delivery Time Frame

- All schemes must demonstrate a clear timetable for delivery before March 2019. Any scheme that cannot be delivered in this period will not be considered for funding as part of this investment period.

How will an initial list of candidate schemes be identified?

41. To develop a long list of schemes, existing Local Transport Plans, the GBS LEP Planning Framework and the Development Plans for the Local Authorities within the LTB geography will serve as starting points for identifying transport investment priorities. The LTB will also consider the plans of Network Rail and the Highways Agency, and new schemes which can clearly demonstrate alignment with existing and future strategies.
42. Scheme promoters (Local Highway and/or Transport Authorities) will be asked to consider potential candidates which fall within their area of responsibility. Any scheme that has been previously considered by DfT and rejected, must demonstrate clearly where costs, scope or circumstances have changed sufficiently to warrant an improved assessment.

43. Scheme promoters will be required to submit an Outline Business Case for schemes they wish to put forward for consideration, giving consideration to Strategic Fit, Economic Impact and Deliverability. GBS LTB will provide a detailed pro-forma for Promoters to complete, which will ask for scheme objectives, consideration of alternative options and robust evidence of benefits. Scheme submissions will be based upon the EAST guidance, with additional decision trees being developed to reflect GBS LEP's strategic priorities.
44. GBS LTB would appoint an independent expert to assess the Outline Business Cases and produce a brief evaluation report for each schemes, and an overarching evaluation report which ranks all schemes submitted in relation to their performance against the specified evaluation criteria. These reports and the accompanying Outline Business Cases would then be submitted to STAG for review. Any queries in relation to inconsistencies or the robustness of evidence would be fed back to Scheme Promoters, who would then have the opportunity to respond before a final evaluation report is prepared for consideration by the LTB.
45. The LTB will select the GBS LTB 2015-2019 priorities for delivery, given consideration of the indicative funding allocation for the period, and the fact that the LTB has been advised by DfT that the actual funding allocation could be up to a third higher or lower than this sum. The list of schemes prioritised will also reflect the level of delivery risk of schemes in the pool.
46. Schemes which are not included on the short-list will be referred back to scheme sponsors for further work and will form a reserve list of contingency schemes during the period. The onus will be on scheme sponsors to undertake further development work to get these reserve schemes in a state of readiness to be re-prioritised should a revision in programme be required if any priority scheme falls out of the short-list.

Prioritisation Process

47. GBS LTB has developed an approach to prioritisation that is based on Multi Criteria Analysis. The information provided in the Outline business Case will be assessed against three headline streams and a sub-set of criteria for each stream. The main headline streams are: -
 - Strategic Fit
 - Economic Impact, and
 - Deliverability
48. GBS LEP has commissioned KPMG to develop a strategic fit model based upon scheme contributions to economic growth in the context of the GBS LEP geography.
49. The set of criteria to be used against each stream will be a combination of qualitative and quantitative evidence.

50.

Stream 1 – Strategic Fit

- Alignment with GBS LEP Strategy for Growth | GBS Planning Framework | Local Transport Plans | Local Development | Market Demand |

Stream 2 – Economic Impact

- Access to Growth and Regeneration | Business Efficiency | Business Investment | Labour Market Efficiency | National Network and International Gateways | Access to Labour & Skills | Carbon Emissions | Social Distributional Impacts | Benefits to areas with high indices of multiple deprivation | Expected Value for Money Category

Stream 3 – Deliverability (Stage 1)

- Development Cost | Affordability | Design Stage | Delivery Programme | Public, Stakeholder & Political Support | Delivery Risks | Statutory Instruments | Land Requirements | Planning Consent | Local Contribution | Potential funding Sources | Procurement |

Deliverability (STAGE 2)

- CPO (Land Costs) | CPO Cost | CPO Funding | Structures | Ground Conditions | Business Case Status | Utilities Works | Utilities Cost | TWA Orders | Side Road Orders | any relevant orders |

51. GBS LTB will expect scheme sponsors to seek and secure a local contribution of 10% of the scheme value. It will not be necessary for local contribution or match funding to be formally secured at the point of submission for prioritisation. However at the prioritisation stage, the level of local development funding committed or already incurred to the scheme should be declared.

52. The composition of the GBS LTB allows for collaborative working to enable pooling of resources and securing third party investment. The prioritisation process has been developed in consultation with other LTBs/LEPs in the West Midlands Metropolitan Area and the scoring criteria are in line with wider strategic objectives.

53. GBS LTB will publish its draft prioritisation process and the outcome on its website and on the website of GBS LEP. This will form part of the public consultation and scrutiny of the process.

54. By using comparable assessment criteria which has been agreed at a West Midlands sub-regional level, it ensures that cross boundary schemes are being scored/prioritised/appraised in a similar manner. A full prioritisation framework will be published on the LTB web page in advance of Scheme Promoters submitting Outline

Business Cases. This will ensure that criteria cannot be retro-fitted to justify specific schemes.

55. Where schemes have been referred back to sponsors on grounds of affordability in the next investment period, the GBS LTB will retain engagement with scheme sponsors and other LEP partners through cross-boundary working forums to devise a method for funding these schemes in future.

Value for Money

56. At the prioritisation stage, the value for money assessment will be based on a broad brush evaluation of the scheme benefits, as captured by the EAST framework. Scheme sponsors will be required to provide a robust statement on the anticipated benefits expected from a scheme proposal. Scheme benefits may include a wider range of economic impacts that affects regeneration corridors, strategic centres and congested part of the highway network. GBS LTB will support those schemes that can demonstrate benefits to inward investment, journey time savings, creation of jobs in the GBS LEP Area and unlocking land for development. GBS LTB will expect scheme sponsors to clearly outline the benefits to be derived from a scheme and any assumptions made.

Part 3: Programme Management and Investment Decisions**Scheme Assessment and Approval**

57. Promoters will be responsible for developing scheme proposals and producing major scheme business cases (MSBCs) in line with the criteria set out in this Assurance Framework. The LTB will be responsible for assessing the business case and deciding whether or not to provide funding for the schemes and on what conditions.
58. There will be a clear distinction and separation between those individuals sponsoring a scheme and those individuals making investment decisions. The intention is that GBS LTB will receive impartial advice on the merits of business cases, thereby facilitating decisions that are objective and transparent.
59. See Figure 1 for Scheme Assessment and Decision Making Process
60. Each scheme approval decision by GBS LTB will be supported by an assessment of the scheme, carried out independently of the promoting authority and signed off by the Chair of STAG. Recognising the potential competition between scheme sponsors, the assessment will be commissioned from transport consultants with suitable experience of major scheme business case development and independent of all potential scheme sponsors. A number of funding streams are being considered to resource the production of assessments, including those resources made available to Local Transport Bodies by the Department for Transport.
61. A staged approval process and a staged business case development process will be employed. This will enable the scrutiny of the different aspects of the business case to be made at the appropriate time. It will also ensure that GBS LTB funding is not committed irreversibly before delivery of the scheme is guaranteed (e.g. legal powers are in place) or costs are finalised (e.g. contracted prices).
62. Schemes supported at Prioritisation State (see Section2) will achieve Programme Entry' approval, based on an Outline Business Case. Programme Entry approval will provide confidence to the scheme sponsor that funds will be available, thereby enabling the sponsor to seek any necessary statutory powers.
63. A final approval stage, 'Full Approval', will only be made when the legal powers and any third party contributions are in place, and final costs have been formally agreed (i.e. contracted) with a delivery partner. This funding decision is irreversible. Application for full approval status will be made after a Full Business Case (Stage-3 business case) has been completed.
64. An interim approval stage, 'Conditional Approval', can be introduced before the procurement process commences at the request of GBS LTB e.g. to ascertain that the project delivery profile and the value-for-money assessment remains valid once the necessary statutory powers are in place. However, in most cases schemes will progress directly from programme entry status to full approval status.

65. See Figure 2 – Major Transport Scheme: Development Process.
66. A full approval decision will require a formal agreement between GBS LTB and the promoting authority, setting out the agreed maximum STB contribution and the respective responsibilities of each party, including the scheme sponsor's responsibility for any cost increases and project risks. The agreement will also detail the reporting arrangements (to enable monitoring of scheme progress and management of the overall programme) and audit requirements.
67. Scheme Promoters will provide quarterly update reports on scheme development. Where there is significant change to scope, timetable and cost, the Chair of STAG will advise whether such changes impact upon the basis upon which GBS LTB support was given, and recommend any appropriate course of action to ensure that schemes deliver GBS LTB priority outcomes.

The Transport Business Case

68. Scheme promoters will be required to develop and submit proposals that are in line with the key principles of the DfT's Transport Business Case Guidance as set out in WebTAG. This will ensure a consistency of approach built around the following five cases: -
 - Strategic case – a robust case for change that fits with wider public policy objectives;
 - Economic case – demonstrates the value for money of the scheme;
 - Commercial case – demonstrates that the scheme is commercially viable;
 - Financial case – demonstrates that the scheme is financially affordable; and
 - Management case – demonstrates that the scheme is achievable.
69. The requirements of the Transport Business Case Guidance describe the minimum requirements for the development of any major scheme. GBS LTB will clearly specify what, if any, additional information is required of scheme sponsors in business case documents to enable funding decisions to be made. GBS LTB will also set out how it will assess this information and take it into account when making its funding decisions.
70. A central requirement for scheme sponsors will be the clear articulation of scheme objectives and the intended outcomes that the scheme is intended to achieve. This will be the basis for evaluating the scheme and ultimately inform the public and stakeholder view of the scheme's success (or otherwise).
71. It will be the responsibility of Scheme Promoters to ensure that Business Cases are WebTAG compliant. WebTAG emphasises the need for proportionality, based on the cost and impact of the scheme. Each scheme sponsor will be responsible for justifying how the WebTAG guidance is applied based on their understanding of the type of scheme, traffic/public transport

modelling approach, environmental impact and the social and distributional effects of the intervention(s).

Value for Money

72. Scheme sponsors will also be required to conduct appraisals and value for money assessments based on WebTAG guidance.
73. GBS LTB will ensure that scheme traffic/public transport modelling and appraisal is robust and meets this guidance at the time a business case is submitted for each stage of approval (programme entry; conditional approval – if required; full approval).
74. The assessment of the scheme traffic/public transport modelling and appraisal will require expert resources which are independent of each scheme sponsor. The most appropriate resource will be commissioned from transport consultants with suitable experience of major scheme business case development and independent of the scheme sponsor in question i.e. a transport consultant could not sit on a panel assessing scheme traffic/public transport modelling if it has been commissioned (in whole or part) to develop the traffic model in question.
75. In order to minimise the financial impact on the LEP and local transport authorities, GBS LTB will explore the utilisation of intra-LEP/LTB technical support and joint procurement to resource the expert inputs required for scheme appraisal.
76. Central case assessments will be based on forecasts that are consistent with the definitive version of the Department for Transport's National Trip End Model (NTEM) and accessed using TEMPRO software. The forecasts include population, employment, households by car ownership, trip ends and simple traffic growth factors based on data from the National Transport Model (NTM).
77. This approach will be supplemented with locally-specific land use change figures set out in Local Development Frameworks.
78. It is essential that all large, complex and long-running projects are managed effectively. Scheme sponsors will be required to manage projects using recognised project management principles and techniques, with a clearly defined project structure.
79. All schemes will be subject to a formal review process at the end of each major stage of the project lifecycle. This is in addition to the regular reviews of progress which are undertaken throughout the life of the project.
80. The key stages at which reviews will take place include: -
 - a. STB appraisal of business case (programme entry approval)
 - b. • Detailed design

- c. • Statutory orders and acquiring land/property
 - d. • Procurement
 - e. • STB appraisal of business case (full approval)
 - f. • Construction
81. Reviews will include consideration of the project management process and quality plan (risk management) procedures. The work supporting the review process will be undertaken by the scheme sponsor and be submitted to the Chair of STAG , who will appraise submissions on behalf of GBS LTB.
82. The review findings will be reported to the scheme sponsor and the GBS LTB.
83. Scheme sponsors will be required to seek early technical advice from officers working on behalf of the GBS LTB regarding traffic modelling approach and assessing the social and distributional impacts (SDI) of schemes. These work streams can have significant lead times and the intention is that the overall approach is approved at an early stage in order to prevent any abortive work (with significant cost implications) being undertaken.
84. GBS LTB will produce a Value for Money (VfM) statement for each scheme put forward for approval summarising the overall assessment of the economic case for the scheme. This statement will be in line with WebTAG guidance.
85. The VfM statement will be signed off by Chair of STAG, who will have responsibility for VfM assessments within GBS LTB.
86. The initial value-for-money appraisal, which is based on an assessment of the scheme's monetised impacts in line with WebTAG (e.g. journey time savings and accident reductions), will result in each scheme being placed in one of five categories: -
- a. Very High – where benefits are greater than 4 times costs;
 - b. High – where benefits are between 2 and 4 times costs;
 - c. Medium – where benefits are between 1.5 and 2 times costs;
 - d. Low – where benefits are between 1 and 1.5 times costs; and
 - e. Poor – where benefits are less than costs.
87. Whilst the benefit/cost ratio (BCR) (or initial VfM assessment) is not the only consideration impacting on scheme approval, GBS LTB will aim to support only schemes with a 'High' benefit to cost ratio or better. In exceptional circumstances, schemes with a lower BCR will be supported where they are of key strategic importance to GBS LEP.
88. In order to articulate a comprehensive set of reasons for making an investment, the VfM assessment will ultimately need to take into account the non-monetised costs and benefits of

each scheme. This will involve consideration of both quantitative and qualitative assessment of scheme impacts and a judgement as to how they affect the overall VfM appraisal of the scheme.

89. GBS LTB will take account of other compelling reasons for investing in a scheme (e.g. significant numbers of jobs created or investment unlocked) within the context of a wider VfM appraisal. This may mean, for example, that a scheme may have an initial medium VfM assessment but the non-monetised benefits generated by the intervention elevate this scheme to a final high VfM assessment; equally a scheme with an initial high VfM assessment could have that assessment reduced when non-monetised costs are considered.
90. The value-for-money of schemes will be assessed against the relevant WebTAG thresholds at each approval stage. The staged approval process and business case development process will allow GBS LTB to reassess schemes as the VfM analysis progresses.
91. GBS LTB will only consider schemes that have previously been rejected on VfM grounds where the costs, scope or circumstances have changed sufficiently to warrant an improved assessment. Any such decision will be based on reviewing the previous analysis of the scheme, which should be available from the DfT.
 - a. A commitment to post-implementation evaluation will form a central part of any funding offer. The objective of scheme evaluation is as follows: -
 - b. Determine whether scheme benefits have been realised as intended;
 - c. Provide accountability for the investment;
 - d. Enhance the operational effectiveness of existing schemes (or future scheme extensions); and
 - e. Improve future initiatives based on learning.
92. GBS LTB will monitor delivery of outputs and ensure schemes are evaluated in line with DfT guidance³. All scheme sponsors will be required to submit an evaluation plan for LTB approval prior to the scheme being awarded full approval.
93. Scheme sponsors will be required to meet the cost of evaluation and monitoring, which will be separate from the GBS LTB investment in the scheme.
94. Specified evaluation outputs will feature as a condition of the funding offer from the GBS LTB to the scheme sponsor.
95. The evaluation and monitoring outputs for each scheme will be reviewed independently of the scheme sponsor and GBS LTB. This will be undertaken by a Task and Finish Group convened on a scheme-by-scheme basis from officers from the constituent local transport authorities.
96. The results will be published by the scheme sponsor and the GBS LTB web page.

External Views on Business Cases

97. GBS LTB will consider external views on scheme business cases prior to funding approval. The scheme sponsor must engage relevant stakeholders as part of the business case development process and include the results of this engagement in the business case documents.
98. The scheme sponsor will also be required to publish and publicise their business case(s) on their own website when bids are submitted to GBS LTB for each stage of funding approval. This should include a further opportunity for stakeholder comment prior to a funding decision being made. All views received – whether positive or negative – must be available to GBS LTB in writing at the time funding decisions are being made.
99. The minimum time that business cases should be publicly available for comment prior to a funding decision being made by GBS LTB is six weeks. This is shorter than the DfT guideline of 13 weeks, which would unduly impact on the development timetable for a major scheme. Six weeks is considered adequate to make stakeholders aware of the proposals; invite their views; and capture their views.
100. GBS LTB reserves the right to withdraw its support for a scheme at the conclusion of the consultation process, should this demonstrate a significant lack of public and/or political support for the scheme in question.

Release of Funding, Cost Control and Approval Conditions

101. Any funding award from GBS LTB will be subject to a cap and will require the promoting authority to be responsible for all cost increases post full approval. Consequently, in line with WebTAG guidance, a fully quantified risk register must inform the final scheme cost, and scheme sponsors will be encouraged to develop a register that is proportionate to the overall scheme size and risk profile.
102. Funding for actual expenditure ('actuals') will be released by the GBS LTB in arrears and in line with an agreed funding profile. This will mean that the scheme sponsor will incur expense and then submit grant claims every 3 months.
103. GBS LTB reserves the right to suspend grant payments if project spend and/or achievement of delivery milestones are not keeping pace with agreed funding and delivery profiles.
104. The accountable body for GBS LTB, namely Birmingham City Council, will manage the devolved funding; process claims; and release funds to scheme sponsors in line with the LTB's decisions. Details of what functions the Accountable Body will undertake are set out in Part 1 of this Assurance Framework.
105. Funding applications from scheme sponsors will only be considered if the application is supported in writing by the Section 151 officer of the promoting authority, thereby

guaranteeing the local contribution to the scheme and signifying acceptance of all risk for cost increases.

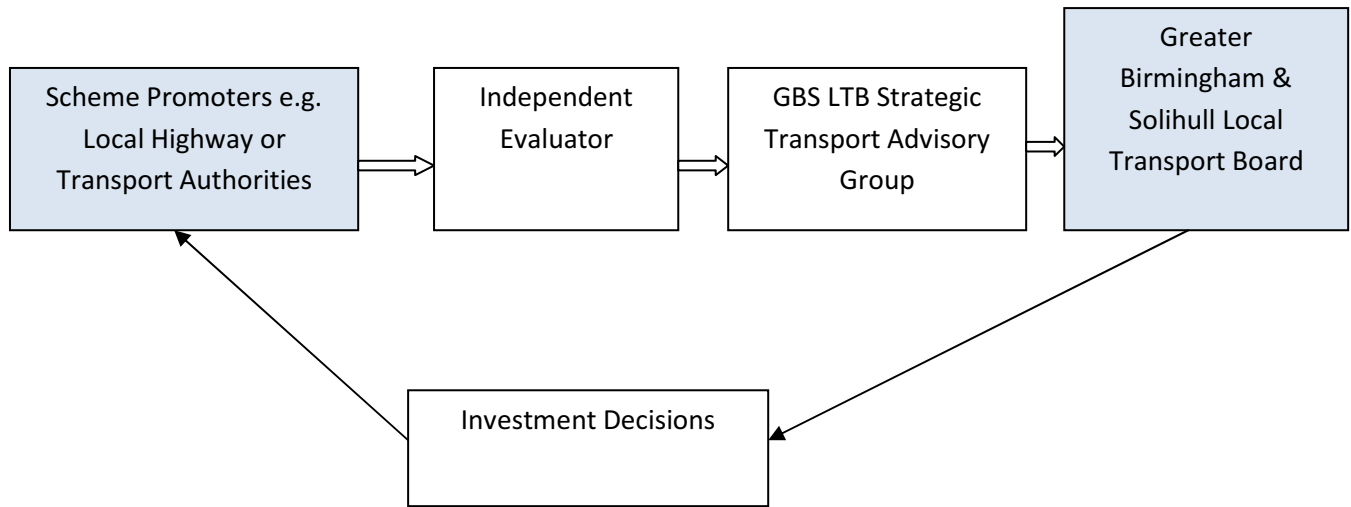
106. GBS LTB will require financial and delivery information to be provided as part of regular progress reports from each scheme sponsor. Progress reports will be measured against a set of agreed milestones, which will be set out in the full approval application and GBS LTB's funding offer.
107. In cases where the accountable body is also the scheme promoting authority, GBS LTB will ensure that the local transport authority's status as the accountable body does not put it in a more favourable position than any other local transport authority in the GBS LTB area.
108. GBS LTB will also ensure that adequate local audit arrangements are in place so that it can be satisfied that funding is spent solely for its intended purpose i.e. on the specified schemes approved by GBS LTB; that scheme sponsors maintain robust records and audit trails, and have mechanisms in place to undertake fair and effective procurement and to safeguard funds against error, fraud or bribery.
109. GBS LTB will impose sanctions on the scheme sponsor should it fail to deliver effectively.
110. GBS LTB will put measures in place to detect incorrect use of funds, misuse of funds, or fruitless payments made by scheme sponsors.
111. GBS LTB will enable the recovery of any misused funds. It will also report any such instances in the annual audit report to DfT with an explanation of any remedial action taken.

Programme and Risk Management

112. The GBS LTB 2015-19 major scheme programme will be managed using PRINCE2 principles and techniques.
113. GBS LTB will set out a policy for managing change. This will cover major scheme changes such as scope, benefits, timetable and cost. A change process is necessary in order to allow the STB to manage the delivery of an effective programme.
114. GBS LTB will minimise programme risk by:
 - Receiving and reviewing Quality Plan submissions from scheme sponsors;
 - Receiving regular project and programme delivery updates at its meetings;
 - Designating the Chair of STAG as the named official with overall responsibility for programme management with a direct line to the GBS LTB Chair; and
 - Making evidence-based project and programme management decisions on the advice of the Chair of STAG.

115. Programme management decisions will be designed to minimise the impact of risks e.g. in order to minimise the financial risk associated with project delays, funding will only be released upon submission of an invoice for actuals in arrears.
116. For each scheme included in the 2015-19 programme, the scheme sponsor will provide an initial expenditure/funding profile, a project programme and a quality plan (including risk register/management plan). The programme will detail the estimated timetable for the major project stages: -
- Business case production/technical work
 - Design (outline; preliminary; detailed)
 - Statutory orders (where necessary)
 - Stakeholder consultation
 - Procurement
 - Mobilisation
 - Construction
 - Monitoring and evaluation
117. This information will be updated at key stages throughout the project lifecycle and reported to GBS LTB. This will allow timely and informed project and programme management decisions to be made, which in turn will help ensure the delivery of an effective GBS LTB 2015-19 programme.
118. As schemes move through the various stages of the project lifecycle, significant changes in cost, scope, risk, benefits, impact and programme may become apparent, and these may mean that it is not in the best interests of GBS LTB to allocate funding to the scheme in the 2015-19 period, even where the scheme has previously received programme entry approval. In this situation, and in line with its change process, GBS LTB reserves the right to reprioritise the programme and bring forward a contingency scheme that is affordable and deliverable within the overall programme timescale.
119. An emphasis will be placed on pro-active risk management and it will be the scheme sponsor's responsibility to ensure that risks are routinely monitored, managed and reassessed. Evidence of proportionate risk management for each scheme included in the 2015-19 programme will be required by GBS LTB as part of regular delivery updates.

Figure 1 – Scheme Assessment and Prioritisation Process





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MINUTES

Present:

Councillor David Bush (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Andrew Brazier, Pattie Hill (substituting for Councillor Andrew Fry), Councillor Roger Hill (substituting for Councillor Simon Chalk), Alan Mason, Yvonne Smith and Pat Witherspoon

Also Present:

Councillor Juliet Brunner

Officers:

H Broughton, J Godwin and J Staniland

Committee Services Officer:

J Bayley

22. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors Chalk, Fry, and Gandy. Councillor Roger Hill was confirmed as a substitute for Councillor Chalk, while Councillor Pattie Hill was confirmed as a substitute for Councillor Fry.

23. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any Party Whip.

24. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 2nd July 2013 be approved as a true and correct record and signed by the Chair.

.....
Chair

25. LOCAL STRATEGIC PARTNERSHIP - MONITORING UPDATE REPORT

The Committee received its six monthly update on the work of the Redditch Local Strategic Partnership in accordance with the four priority areas of the Redditch Sustainable Community Strategy (SCS).

Members heard that the two functioning theme groups of the Partnership, the Health and Wellbeing sub-group and the Children's Local Partnership, had merged to form one cross cutting group in the expectation that a wider range of partners could come together to discuss important health issues in a collaborative manner. As the newly formed group's action plan had yet to be finalised, it was proposed that information about this should form part of the next six monthly update. Alternatively, the Committee could choose to invite individual partners to explain what they were doing.

Members expressed concern regarding the change in location for sexual health clinics as it was thought that important services could be moved from areas of highest need, including Woodrow. Members requested further information about the extent to which the clinics met the needs of teenage/young women as Members were keen to ensure that these facilities helped to address teenage pregnancy levels. The Committee was advised that the issue of teenage pregnancy levels could form part of emerging local health priorities. Officers were requested to feedback Members' concerns to the Partnership Board.

There was also some concern that Members had not been sufficiently involved in the Church Hill Big Local Scheme that was to give residents control of a £1million budget to improve the area during the next ten years. Officers explained that the initial emphasis was on a bottom up approach that would give local residents the opportunity to state how the monies should be spent without any outside influence. It was the intention that Councillors and other partners would then become involved in the process.

Members queried whether the needs of adults and the elderly would be met through the SCS, especially around health. Officers acknowledged that previous actions had been focused on meeting the needs of young people. However, they were fully conscious of the needs of adults and the elderly and these would be taken into account as the new action plan was developed.

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Officers acknowledged that the Partnership had focused least on its third priority to provide a more diverse range of employment within the Borough. However, other mechanisms and groups already existed to ensure that Redditch's economic needs were being met, including the North Worcestershire Economic Development Unit.

Members were very keen that more activities should be provided for adult and elderly people in the town's parks and open spaces, including Morton Stanley Park. It was suggested that county Councillors could submit a joint bid for new adult exercise equipment to be installed in Morton Stanley Park or funding could be obtained from public health sources. The Committee was advised that it was likely this equipment would cost approximately £60,000.

RECOMMENDED that

the Council identify suitable sources of funding, including from external partner organisations such as Worcestershire County Council, that could be used to fund the installation of adult exercise equipment in Morton Stanley Park.

RESOLVED that

the report be noted.

26. PROMOTING SPORTING PARTICIPATION - MONITORING UPDATE REPORT

Officers provided a written update on what had been done to implement the recommendations of the Promoting Sporting Participation Task Review which had been approved by the Executive Committee in June 2012.

Recommendation One

Members were advised that this was being implemented in two stages. The first stage involved improving the relevant section of the existing Council website. It was reported that as a consequence the relevant web pages attracting many more hits. This had been boosted by improved manipulation of internet search engines to prioritise information about sporting activities in Redditch. However, Officers were not yet ready to export these pages across to an independent site which represented the second stage of the process.

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Recommendation Two

A decision had been taken by the group leaders that no separate team logos would be created for Redditch and Bromsgrove.

Recommendation Three

Excellent progress had been made regarding the introduction of more informal games areas and additional equipment in Redditch's parks and open spaces. It was reported that disc golf and orienteering were especially proving popular. Members encouraged Officers to promote these activities more widely to ensure that these areas and equipment were fully utilised. It was also suggested that new signage should be erected to advertise the new informal games areas and suggest how they could best be used.

Officers agreed to provide further information regarding these plans which would be focused on encouraging 'play' rather than necessarily 'sport'.

Members also requested information regarding how participation in the informal games areas would be monitored ahead of the Committee's next meeting.

Recommendations Four and Five

Officers reported that much had already been done in implementing these recommendations, especially around developing closer links with North East Worcestershire (NEW) College to enable its students to support the new sporting events through the Bromsgrove and Redditch Active Volunteering Opportunities (BRAVO) programme. Members also heard that the Park Run programme in Arrow Valley was proving very successful with high levels of participation.

Having received the update, Members felt that the Boules pitch at the Redditch Rugby Ground could be more widely utilised and requested that Officers investigate the matter further.

RESOLVED that

the report be noted.

27. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS

Councillor Bush presented a draft scoping document regarding the Abbey Stadium for the Committee's consideration on behalf of Councillor Derek Taylor who had proposed the review. It was

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thought that the revamped stadium was already operating at full capacity only a year after being reopened. It was therefore suggested that the proposed review could focus on the final business case for the revamped Abbey Stadium against current operation, and also investigate possible options for expanding the sporting facilities and activities to meet demand.

Members heard that the success of the Abbey Stadium revamp had exceeded Officers' expectation. In particular, this had led to big pressure on available space during peak periods. It was felt that this could be looked at as part of the proposed review, as well as exploring any potential opportunities to increase the use of other areas of the stadium such as the athletics track.

Some concern was raised that there would be insufficient finance to support further changes to the stadium's facilities. Officers explained that this would form an integral part of the review and that any new work would require a very strong business case. However, previous changes to the stadium were said to have been financially self-sustaining.

RESOLVED that

- 1) **the Abbey Stadium Task Group be launched; and**
- 2) **the Chair of the review group be appointed at the Committee's next meeting on 13th August 2013.**

28. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

Members noted the outcome of the Executive Committee's consideration of the Housing Density Target's Task Review Final Report at its most recent meeting on 9th July 2013 when it had been agreed that the matter would be referred to the Council's Planning Advisory Panel. It had not yet been confirmed when Officers would present the amended Policy 5 of the emerging Draft Borough of Redditch Local Plan No. 4 for the consideration of the Panel, although it was expected that this would take place in August.

In terms of the Executive Committee Work Programme, Members expressed an interest in potentially looking at the County Air Quality Action Plan as a post-decision scrutiny exercise; and the Voluntary and Community Sector Grants Programme 2014/15.

RESOLVED that

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the minutes of the Executive Committee held on 9th July 2013 and the latest edition of the Executive Committee's Work Programme be noted.

29. WORK PROGRAMME

As requested at the previous meeting, Members were advised that Officers were due to deliver presentations on the following subjects at forthcoming meetings of the Committee:

- Section 106 Agreements - 13th August 2013; and
- outcomes of current discussions between Redditch Borough Council and Worcestershire County Council to clarify land ownership and maintenance arrangements - 10th September 2013.

Elsewhere, Councillor Hopkins confirmed that she would present a draft scoping document on the subject of landscaping at the following Committee meeting.

Councillor Witherspoon advised Members that she would be submitting a scoping document on the subject of the Voluntary Sector for Members' consideration in due course. She was particularly keen to investigate how Voluntary Sector organisations utilised funding provided by the Council.

Councillor Mason proposed that Members should review Council expenditure on 'peripheral matters', such as stationary, meeting refreshments, and ink cartridges. It was subsequently suggested that Officers should be invited to a forthcoming meeting to deliver a presentation on the subject of the Council's procurement process and the implications for miscellaneous Council resources.

RESOLVED that

- 1) Officers deliver a presentation at a forthcoming meeting of the Committee on the Council's procurement of miscellaneous peripheral items;**
- 2) a draft scoping document on landscaping be presented for the Committee's consideration at its next meeting on 13th August 2013;**
- 3) a draft scoping document on the subject of Voluntary Sector organisations' use of Council funding be**

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presented for Members consideration at a forthcoming meeting of the Committee; and

4) the Committee's Work Programme be noted.

30. TASK GROUPS - PROGRESS REPORTS

The Committee was advised that the first meeting of the Joint Worcestershire Regulatory Services Scrutiny Task Group had yet to take place as not all of the participating local authorities had confirmed their appointments onto the review.

RESOLVED that

the update report be noted.

31. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon, the Committee's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), informed the Committee that HOSC's latest meeting had taken place earlier on 23rd July 2013.

Members heard that the HOSC had received a briefing on end of life care from representatives from Worcestershire Acute Hospitals NHS Trust, Worcestershire Health and Care Trust and the South Worcestershire Clinical Commissioning Group. However, having received a generally positive report about the quality of palliative care in the county, the HOSC received a personal account from a local Councillor whose family member had recently received this form of care. The personal account included a number of deep grievances with the quality of care received and served to undermine the positive report received from the health professionals.

The HOSC also discussed the future of the Shrubbery Avenue, a seven bed community inpatient ward in Worcester that provided recovery interventions, assessment, and self-management for male adults of working age with complex mental health difficulties.

In terms of the local updates, the main focus in Redditch concerned the future of Worcestershire Acute Hospitals NHS Trust. News was expected to be released on 31st July 2013.

RESOLVED that

the report be noted.

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The Meeting commenced at 7.02 pm
and closed at 8.25 pm

BROMSGROVE DISTRICT COUNCIL**MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 27TH JUNE 2013 AT 5.40 P.M.**

PRESENT: Councillors Mrs. B. Behan, R. Berry, A. N. Blagg (during Minute No's 1/13 to part of 8/13), M. A. Bullivant, B. Clayton, R. Davis, Mrs. L. Denham, P. Harrison, Mrs. L. Hodgson, D. Hughes, K. Jennings, P. Mould (substituting for J. Fisher), C. B. Taylor and S. Williams (substituting for M. Hart)

Observers: Councillor J. Fisher, Redditch Borough Council and Mr. I. Pumfrey, Head of Customer Services, Malvern Hills District Council

Officers: Ms. J. Pickering, Mr. S. Jordan, Ms. C. Flanagan, Mr. M. Kay, Mr. S. Wilkes and Mrs. P. Ross

1/13 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor Mrs. L. Hodgson, Worcestershire County Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

The Chairman took the opportunity to welcome new Members to the Joint Committee.

2/13 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor M. Bullivant, Bromsgrove District Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/13 **APOLOGIES**

Apologies for absence were received from Councillors J. Fisher, Redditch Borough Council and Councillor M. Hart, Wyre Forest District Council.

4/13 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/13 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 21st February 2013 were submitted.

RESOLVED that the minutes be approved as a correct record.

6/13

**WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING
APRIL 2012 - MARCH 2013**

The Committee considered a report which detailed the financial position for the period April 2012 to March 2013.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that, as highlighted in 2011/2012, Worcestershire Regulatory Services Joint Committee had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. As a result of this classification the requirement of the formal accounting statements for 2012/2013 was limited to the return as detailed at Appendix 2 to the report.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council informed Members that the final position of savings in relation to revenue costs was £349,000. Due to the level of underspend, as detailed on page 10 of the report, together with the financial cuts that each of the participating Councils were faced with in the future; officers had proposed that the Joint Committee approve the refund of the 2012/2013 savings of £349,000 back to each of the participating Councils in 2013/2014. The total refund figure for each participating Council for 2013/2014 was detailed on page 11 of the report.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council informed Members that following the appointment of IDOX for the new ICT system a review of the costs included within the original business case had been undertaken to ensure that the relevant expenditure was allocated to the project. Appendix 5 to the report detailed the anticipated expenditure for the one off costs associated with the implementation of the project. As previously reported there was a saving of £282,000 from the costs originally included in the business case.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council drew Members attention to page 13 of the report, 'Cost Apportionment'. For the reasons, as detailed on page 13 of the report, it was proposed that the two elements, cost apportionment and revised budget, would be presented to the next meeting of the Joint Committee.

The Head of Worcestershire Regulatory Services (WRS) responded to Councillor Mrs. L. Denham with regard to the savings made in respect of staff vacancies and the senior level post that had not been filled during the year. The Head of WRS explained that the service was still going through transformation so had not recruited permanently; also it had proved difficult to backfill as the vacancies were quite specialist vacancies. The Head of WRS highlighted to the Committee that WRS were still maintaining performance levels and that savings had not been made at the cost of service delivery.

RESOLVED:

- (a) that the financial position for the period April 2012 to March 2013, be noted;

- (b) that the refund of the 2012/2013 underspend of £349,000 to the participating Councils, to be allocated on the percentage basis as detailed in the Business Case 2010/2011. The total of £349,000 to be repaid in 2013/2014, as set out below, be approved:

Council	% Share	Refund of savings £'000
Bromsgrove	11.05%	39
Malvern Hills	9.58%	33
Redditch	11.31%	39
City of Worcester	11.11%	39
Wychavon	16.55%	58
Wyre Forest	10.82%	38
Worcestershire	29.58%	103
		349

- (c) that the Annual Return to include the Accounting Statements for the Joint Committee for the period 1st April 2012 to 31st March 2013, be approved; and
- (d) that the Internal Audit Manager's assurance statement for the financial year 2012/2013, as set out in Appendix 4 to the report, be noted.

7/13 **WORCESTER CITY PILOT FOR REVISED SERVICE DELIVERY**

The Committee considered a report which detailed the pilot of amended service delivery for Worcester City Council.

Members were reminded that at the Joint Committee meeting held on 22nd November 2012, Members had agreed to sanction a pilot of amended service delivery for Worcester City Council with the objective of saving £40,000 during the financial year 2013/2014.

Mr. M. Kay, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that work had started in order to determine which areas of work would be suitable for such a pilot. A meeting had been held on 30th January 2013 with officers from Worcester City Council (WCC) where a suite of costed alternatives was suggested. It was made clear during the meeting that certain areas of work would not be suitable for the pilot and that nothing within the pilot should result in additional work for WCC.

Further work was carried out and WCC were offered a 'menu' of alternatives which resulted in an additional meeting on 8th March 2013, where it was agreed to use planning consultations and some areas of nuisance (air pollution and accumulations) as a basis for the pilot. The aim was to reduce the number of planning applications WCC referred to Worcestershire Regulatory Services and to promote self-help to reduce the level of nuisance

complaints dealt with. On 22nd March 2013 written confirmation of these proposals was sent to WCC. On 19th April 2013 WCC reported that they could not proceed with the current proposal to reduce the level of planning consultations and that an alternative had to be found. On 29th May 2013 final agreement was reached and amounted to a three month pilot to:-

- a) Reduce the number of planning consultations, currently 150-200 per year, by planning officers at Worcester City Council screening referrals.
- b) The three areas of nuisance, (air pollution, drainage and accumulations of rubbish) not to be dealt with at first contact but complainants be referred to Worcester City Council website and encouraged to self-help.

It was proposed that with respect to nuisance complaints falling into the above category, complainants would be directed to Worcester City Council (WCC) website and encouraged to self-help, i.e. approach the persons causing the nuisance and ask them to desist. To help with this a template of letters etc. would be placed on WCC website and the hope was that this would reduce the number of investigations WRS would have to carry out. Monthly meetings to assess progress would be held and the pilot would be assessed after three months in order to see if it had achieved the purpose of reducing WCC costs, and if so, by how much.

The Business Manager, WRS responded to Members questions with regard to elderly and vulnerable residents and highlighted that elderly and vulnerable residents would not be asked to self-help, duty officers would ascertain if residents were elderly or vulnerable. Duty officers would also refer to any historical data.

The Business Manager, WRS further responded to Members questions with regard to planning consultations, planning officers would not have the expertise to deal with some applications, e.g. air pollution. The Business Manager, WRS agreed, but informed Members that planning officers would be issued with self-help tools and guidance to deal with other planning applications, thus reducing the number of planning consultations forwarded to WRS.

RESOLVED:

- (a) that the Worcester City Council pilot for revised service delivery, be noted: and
- (b) that a further report at the completion of the three month pilot, detailing projected cost savings (if any) and any other associated issues raised by the introduction on the changes, be brought back to the Joint Committee.

8/13 **WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT 2013 / 2014**

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st April 2012 to 31st March 2013.

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. The report covered the performance of the service for the period 1st April 2012 to 31st March 2013, however individual Councils captured and reported on different performance measures; therefore it had proved difficult to make comparisons across the service.

The Head of WRS informed Members that the report covered the performance of the service. 2012/2013 had been very much one of embedding the results from earlier work on transforming the service and continuing to explore options to reduce future financial pressures on the budget. The savings indicated in the original business case, of 17.5%, had been exceeded with 23% savings achieved. WRS had continued to redesign services to drive out waste from the system. The application of the 'Systems Thinking' approach to service redesign had been an on-going theme during the year. Focus would remain on contributing to the three strategic priorities, developed from partners own priorities:

- Supporting the local economy
- Improving Health and Well Being
- Tackling and Preventing Crime and Disorder

The Head of WRS drew Members attention to 'Performance', as detailed on pages 38 and 39 of the Annual Report and provided Members with the previous year's figures for comparison. He then responded to a number of questions from Members with regard to:-

- Staff sickness
- Noise complaints
- % of vehicles found to be defective whilst in service
- % of food premises visited and the number of times visited before enforcement powers were used.

The Head of WRS also drew Members attention to 'Other Highlights' as detailed on pages 42 to 47 of the Annual Report. Specifically the Horsemeat Scandal and that as a result of work carried out WRS was invited to appear before the Parliamentary Select Committee to provide evidence on the Local Authorities response to the scandal.

The Head of WRS responded to Members' questions with regard to public burials as detailed on page 65 of the report. Members were informed that, The Public Health (Control of Diseases) Act 1984 placed a statutory duty on District Councils for registering the death and arranging the funeral of any person who had died within their District in cases where there were no known relatives or friends able to make the necessary arrangements. Councils only dealt with those that died at home, or on the street, where it appeared that no other agency or persons were making suitable arrangements for the disposal of the body. A person, who died in hospital, or in an ambulance on the way to hospital, became the responsibility of the health authority.

RESOLVED:

- (a) that the Worcestershire Regulatory Services Annual Report 2012/2013 be agreed; and
- (b) that a copy of the Worcestershire Shared Services Annual Report 2012/2013 be forwarded to the Chief Executive / Managing Director of each member authority.

9/13 **WORCESTERSHIRE LEP/WRS CHARTER ACTION PLAN**

The Committee considered a report which detailed the Worcestershire Local Enterprise Partnership (WLEP) / Worcestershire Regulatory Services (WRS) Charter Action Plan and the actions to be taken to deliver the aims contained within the Charter.

Mr. M. Kay, Business Manager, Worcestershire Regulatory Services introduced the report and in doing so informed the Committee that, The Regulatory and Business Charter was launched in November 2012 and set out a number of aims which local authorities and national regulators would deliver to local businesses.

The Charter covered eight main aims which covered areas such as business support and creating an environment within which businesses could flourish whilst the public were still protected.

To assist with delivering the necessary outcomes a funding bid was made to the Better Regulation Delivery Office (BRDO) and a grant of £15,000 had been made available to assist with delivering both the action plan and the actions contained therein.

RESOLVED that the Worcestershire Local Enterprise Partnership / Worcestershire Regulatory Services Charter Action Plan and the aims contained within the Charter, be approved.

10/13 **WORCESTERSHIRE REGULATORY SERVICES CONTRIBUTION TO WORCESTERSHIRE HEALTH AND WELL BEING STRATEGY**

The Committee considered a report which detailed the Worcestershire Regulatory Services Contribution to Health and Wellbeing.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that, public health returned to local government in April 2013 under changes brought about by the Health and Social Care Act 2012. This legislation placed a statutory duty on upper tier authorities through the Health and Wellbeing Board to 'take steps to improve the health of their local population'. This would require collaboration with the Districts and other partners, including WRS by aligning priorities, services, resources and activities with the Worcestershire Joint Health and Wellbeing Strategy.

WRS had a vision that Worcestershire was a healthy, safe and fair place to live, where businesses could thrive and had prioritised health and wellbeing as one of its key priorities.

With public sector resources shrinking, demand growing and health inequalities widening, the Health and Wellbeing Board, District and County partners would want to acknowledge the multifaceted contribution that WRS played in the preventative public health agenda when considering, integrating and commissioning against local priorities in this area.

WRS currently contributed in two ways:-

- 1) through the statutory duties it performed.
- 2) through commissioned work in the field of health improvement.

To date WRS had received in excess of £100,000 in grants from Public Health and from the Redditch and Bromsgrove Clinical Commissioning Group to carry out work which aligned with its core competencies to support businesses and their workforces.

WRS, the new delivery arm of the six Worcestershire District Councils and County Council provided a huge range of regulatory services in relation to Environmental Health, Trading Standards and Licensing functions. From environmental protection to food safety, consumer protection to business support. WRS activities impacted significantly on the wider determinants of health, in addition to the public health domains of health improvement and health protection.

The Head of WRS responded to Members' questions with regard to why only Redditch and Bromsgrove Clinical Commissioning Group had engaged with WRS. The Head of WRS informed Members that WRS had struggled to engage and involve Wyre Forest and South Worcestershire Clinical Commissioning Groups. A report would be going to the Health and Well Being Board.

Further discussion followed on the report with regard to:

- Healthy eating and planning applications received for hot food takeaways
- Air Quality
- Scrap Metal Merchants and the recent fires at waste reclamation yards
- Illegal money lenders

RESOLVED that the report detailing the contribution made to Health and Wellbeing of Worcestershire, by Worcestershire Regulatory Services, be noted.

The meeting closed at 7.15 p.m.

Chairman

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**REDDITCH BOROUGH COUNCIL AND
BROMSGROVE DISTRICT COUNCIL**

SHARED SERVICES BOARD

4th July 2013 at 5.30pm

COUNCIL CHAMBER, THE COUNCIL HOUSE, BROMSGROVE

Present: Councillors Margaret Sherrey (Chairman) and Mark Bullivant
(Bromsgrove District Council)

Juliet Brunner, Greg Chance, Bill Hartnett and Debbie Taylor.
(Redditch Borough Council)

Invitees: Councillors Rita Dent, Pete Lammas, Chris Scurrrell, Caroline
Spencer, John Tidmarsh and Les Turner (Bromsgrove DC)

Councillors Rebecca Blake, Mike Chalk and Carol Gandy (Redditch
BC)

Officers: Kevin Dicks, Sue Hanley, Liz Tompkin and Helen Mole

Notes: Rosemary Cole

1. **APOLOGIES**

Apologies for absence were received from Councillor R. Hollingworth.

2. **MINUTES**

The minutes of the previous meeting of the Board held on 15th April 2013
were approved as a correct record.

CONFIDENTIALITY

These notes are an open public record of proceedings of the Board.

[Meetings of the Board are not subject to statutory Access to Information
requirements; but information relating to individual post holders and/or
employee relations matters would nonetheless not be revealed to the
press or public.]

3. PRESENTATION – TRANSFORMATION – MOVING FORWARD

Mr Dicks gave a detailed presentation on “Transformation” – Moving Forward. The presentation focussed on “Where we are now” and “Where are we going” in terms of Transformation. Mr Dicks reported that an application for award of Central Government funding had been made under the Transformation Challenge Award.

Some of the main principles underlying the way the Councils were looking to work now were:

An end to working in silos;

Putting the customer at the centre of all we do;

Change the culture of the organisation from “Command and Control” to Systems Thinking;

Mr Dicks updated on some of the intervention work which was on-going in Revenues and Benefits, Housing, ICT, Environmental Services, Leisure and Community Services.

Clearly, some problems had been experienced in the course of changes in the ways of working. In particular IT had been a challenge as standard IT systems pushed Teams to work in certain ways. There was a need to adapt and design IT systems to enable officers to work differently and this was now being achieved. Another issue had been related to office accommodation with different Teams now needing to work in proximity to achieve the best outcomes. This could not be solved immediately but for example at Crossgates House partner organisations would be moving out to enable some of the Housing Team to re-locate.

It was appreciated that change was difficult for staff who needed to be supported through the process. Transformation was about more than Shared Services and it was important that staff did not feel they were being told they had been doing a bad job but understood that services needed to be re-designed and that they were part of that process.

The Locality approach was key and this had worked well in Winyates in Redditch. There was discussion of which areas should be considered in Bromsgrove. Areas such as Charford, Wythall, Sidemoor and Catshill were possibilities being discussed but it was important also to consider rural communities. In Bromsgrove there would clearly need to be close working with the Bromsgrove District Housing Trust.

There would be some instances where the Councils would be acting as Community Leaders and facilitators but may no longer be the best body to deliver some services in the current funding situation.

Mr Dicks stressed the importance of helping partner organisations to understand new ways of working and the improved results which could be achieved. Ideally partners would also be considering their own service design and would be looking at changes.

The Board then viewed a short video produced by the Housing Section working on locality at Redditch which illustrated the way in which the Team had changed their way of working to offer customers a better service. The video showed an “old “and “new” world scenario. The intention was to “create space to enable people to solve their problems” rather than to act as a “nanny” state.

The presentation made reference to the 13 draft corporate principles which it was intended would be included within the Council Plan and which would underpin ways of working in the future. Mr Dicks stated he had challenged the Corporate Management Team to spend time with frontline services.

Mr Dicks stressed the importance of Joined up Working with partners. The support of other organisations was crucial particularly in the field of support for those with drug, alcohol or mental health issues. The system of constant and repeated referrals had been shown not to work with people becoming “lost” in the system.

The presentation gave examples of measures which would be used to illustrate the success in meeting the Councils’ strategic purposes. For example one of the measures in respect of “Help me run a successful business” could be the number of new business start ups. Some of the measures would not be within the Councils’ control however the dashboard of measures would be available eventually on the website and Members and officers would be able to drill down and have access to meaningful and timely data which could show trends rather than just a comparison to a previous month’s figures.

The way forward was to ensure behaviour encompassed ownership of problems and the recognition of underlying issues and how these could be addressed. Decisions should be made with the customer as the focus.

Members were supportive of the work being undertaken and queried whether other organisations were aware of the progress and whether they would in turn “sign up “. Mr Dicks stated that discussions were taking place with the County Council (particularly in relation to Mental Health) and other bodies and he was very willing to attend at other events/organisations which Members may feel helpful to talk about the changes.

Members fully appreciated that the support of other organisations was vital if the new ways of working were to be fully successful. It was particularly felt that the video could be used in other areas. Members needed to be advocates for the changes as far as possible but could be critical friends within the service.

(The presentation would be circulated to all Members for information)

4. PROGRESS REPORT

The Board received a progress report which provided an update on all elements of the Shared Services / Transformation work taking place across both Councils.

5. **NEXT MEETING**

It was noted the next meeting would take place on Thursday, 17th October 2013 at Redditch.

The meeting commenced at 5.30 pm
and closed at 6.45pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**2nd September 2013**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel	Chair: <u>Cllr Debbie Taylor</u> / Vice-Chair: Cllr Andy Fry Kevin Dicks / Ceridwen John	Last meeting – 15 th May 2013
2.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr John Fisher John Staniland /	Last meeting – 15 th April 2013

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**2nd September 2013

		Georgina Harris	
3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: Cllr Pat Witherspoon Liz Tompkin	Next meeting – Date to be established
4.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> John Staniland / Ruth Bamford	Next meetings – 11 th and 17 th September 2013

B. OTHER MEETINGS

5.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Next meeting – Date to be established.
6.	Member Support Steering Group	Chair: Cllr John Fisher / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones	Next meeting – 16 th September 2013.
7.	Grants Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Next meeting – 10 th September 2013.
8.	Procurement Group	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Jayne Pickering / Teresa Kristunas	In abeyance pending Transformation.

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

2nd September 2013

9.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 16 th August 2013
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AUTHOR OF REPORT

Name: Ivor Westmore
E Mail: ivor.westmore@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 (Extn. 3269)

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**2nd September 2013**ACTION MONITORING**

Portfolio Holder(s) / Responsible Officer	Action requested	Status
9th July 2013		
Cllr Chance/ R Bamford / E Baker	<p>Housing Density Targets Task Review - Final Report</p> <p>Planning Officers were tasked with developing an amended form of words for Policy 5 of the emerging Draft Borough of Redditch Local Plan No. 4 which would ensure an appropriate level of flexibility in housing density requirements, to be submitted for consideration at a future meeting of the Planning Advisory Panel.</p>	<p>To be considered at the meeting of the Planning Advisory Panel on 20th August to allow Cllr Bush the opportunity to attend.</p>
Note:	<p><i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i></p>	<p>Report period: 9/7/13 to present</p>

