



# Executive Committee

Tuesday, 14<sup>th</sup> January  
2014  
7.00 pm

Committee Room 2  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
a  
difference*

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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

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

**Do Not use lifts.**

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

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





# Executive

14<sup>th</sup> January 2014

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	

<b>1. Apologies</b>	To receive the apologies of any Member who is unable to attend this meeting.
<b>2. Declarations of Interest</b>	To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
<b>3. Leader's Announcements</b>	<ol style="list-style-type: none"> <li>1. 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; and</li> <li>2. any other relevant announcements.</li> </ol> <p>(Oral report)</p>
<b>4. Minutes</b> (Pages 1 - 8) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 10 <sup>th</sup> December 2013.  (Minutes attached)
<b>5. Medium Term Financial Plan</b>  Exec Director (Finance and Corporate Resources)	To consider a report on the medium Term Financial Plan for 2014/14 – 2016/17.  (Oral presentation)  <b>All Wards</b>
<b>6. Council Tax Base</b> (Pages 9 - 14)  Exec Director (Finance and Corporate Resources)	To consider the information that will enable Members to set the Council Tax Base for 2013/14.  (Report attached)  <b>All Wards</b>

<p><b>7. Local Council Tax Support Scheme 2014/15</b> (Pages 15 - 28) Head of Customer Access and Financial Support</p>	<p>To consider the results of the statutory public consultation on Redditch Borough Council's draft Council Tax Support Scheme and proposals to implement the Scheme along with proposals for the implementation of a Hardship Fund to help support those most badly affected by the changes to support.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>8. Public Services Network Compliance at Redditch Borough Council</b> (Pages 29 - 36) Head of Business Transformation and Organisational Development</p>	<p>To update the Executive Committee on the requirement to achieve compliance with the Public Services Network (formerly known as the Government Secure eXtranet) and to seek approval for the release of funds for year 2013/14 to start achieving compliance in the current financial year.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>9. Polling Districts and Polling Places - 2013/14 Review</b> (Pages 37 - 58) Head of Legal, Equalities and Democratic Services</p>	<p>To consider the findings of the formal review of Polling Districts and Polling Places, as required under the Representation of the People Act 1983 and Electoral Registration and Administration Act 2013, and as based on Electoral Commission Guidance.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>10. Impact of Worcestershire County Council budget proposals</b> (Pages 59 - 66) Head of Legal, Equalities and Democratic Services</p>	<p>To consider schedules detailing impact of Worcestershire County Council funding cuts to develop a consultation response from the Borough Council.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>11. Worcestershire Shared Services - removal of Health and Wellbeing from functional activity of the service</b> (Pages 67 - 76) Head of Legal, Equalities and Democratic Services</p>	<p>To consider a report requesting delegated authority for Redditch Borough representatives on the Worcestershire Shared Services Joint Committee to approve changes to the Agreement for the Shared Service to reflect the removal of Health and Wellbeing from the functionality of the service and to approve the attendant budgetary changes.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>

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<p><b>12. REDI Centre - Meanwhile Lease</b></p> <p>Exec Director (Finance and Corporate Resources)</p>	<p>To consider a report on the future use of the former REDI Centre under a Meanwhile Lease.</p> <p>(Oral report / report to follow)</p> <p><b>(Central Ward)</b></p>
<p><b>13. Overview and Scrutiny Committee</b></p> <p>(Pages 77 - 90)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 3<sup>rd</sup> December 2013.</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p><b>14. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b></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><b>15. Advisory Panels - update report</b></p> <p>(Pages 91 - 94)</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>(Report attached)</p>
<p><b>16. Action Monitoring</b></p> <p>(Pages 95 - 96)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p><b>17. Exclusion of the Public</b></p>	<p>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:</p> <p><b>“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)</b></p>

	<p>of the said Act, as amended.”</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none"><li>• Para 1 – <u>any individual</u>;</li><li>• Para 2 – the <u>identity of any individual</u>;</li><li>• Para 3 – <u>financial or business affairs</u>;</li><li>• Para 4 – <u>labour relations matters</u>;</li><li>• Para 5 – <u>legal professional privilege</u>;</li><li>• Para 6 – <u>a notice, order or direction</u>;</li><li>• Para 7 – the <u>prevention, investigation or prosecution of crime</u>;</li></ul> <p>may need to be considered as ‘exempt’.</p>
<p><b>18. Confidential Minutes / Referrals (if any)</b></p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>