

Council

Monday 22nd July
2013
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk

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Your main rights are set out below:-

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

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Ivor Westmore
Democratic Services**

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

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

Council

22nd July 2013

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Wanda King (Mayor)	Carole Gandy
	Pat Witherspoon (Deputy Mayor)	Adam Griffin
	Joe Baker	Bill Hartnett
	Roger Bennett	Pattie Hill
	Rebecca Blake	Roger Hill
	Michael Braley	Gay Hopkins
	Andrew Brazier	Alan Mason
	Juliet Brunner	Phil Mould
	David Bush	Brenda Quinney
	Michael Chalk	Mark Shurmer
	Simon Chalk	Yvonne Smith
	Greg Chance	Luke Stephens
	Brandon Clayton	Debbie Taylor
	John Fisher	Derek Taylor
	Andrew Fry	

1. Welcome	The Mayor will open the meeting and welcome all present.
2. Apologies	To receive any apologies for absence on behalf of Council members.
3. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
5. Announcements	To consider Announcements under Procedure Rule 10: a) Mayor's Announcements b) Leader's Announcements c) Chief Executive's Announcements. (Oral report)

<p>6. Questions on Notice (Pages 1 - 2) Chief Executive</p>	<p>To consider the following Questions for the Leader, which have been submitted in accordance with Procedure Rule 9.2:</p> <ol style="list-style-type: none">1) <u>“Mercian Regiment”</u> (Councillor Roger Bennett)2) <u>“Types of housing built on Council land”</u> (Councillor Brandon Clayton) <p>(Questions attached)</p>
<p>7. Motions on Notice Chief Executive</p>	<p>No Motions have been submitted under Procedure Rule 11.</p>
<p>8. Executive Committee (Pages 3 - 80) Chief Executive</p>	<p>To receive the minutes and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> <p><u>11th June 2013</u></p> <p>Matters requiring the Council’s consideration include:</p> <ul style="list-style-type: none">• Financial Reserves Statement 2012/13;• Access for Disabled People Task Group Monitoring Update;• Compulsory Purchase Order - 11 Clent Avenue, Redditch; and• Restructure Enabling Heads of Service. <p>(Reports and decisions attached. The Compulsory Purchase Order report contains exempt information as defined in Paragraphs 1, 2 and 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended. For this reason it has been circulated to Members and relevant Officers only. In respect of the Restructure of the Enabling Heads of Service report, subsequent to the meeting of the Executive Committee the relevant parties were consulted on the contents of the report and thus the report and decision are no longer deemed exempt.)</p>

	<p><u>9th July 2013</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none">• Council Plan. <p>(Decision attached. The draft Council Plan is available as part of the papers for the Executive Committee on 9th July 2013. A final draft of the Council Plan as intended for general publication is to follow next week.)</p> <p>(Minutes circulated in Minute Book 2 – 2013/14)</p>						
<p>9. Regulatory Committees Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees:</p> <table><tr><td>Licensing Committee -</td><td>1st July 2013</td></tr><tr><td>Planning Committee -</td><td>5th June 2013</td></tr><tr><td></td><td>3rd July 2013</td></tr></table> <p>(There are no matters requiring the Council's consideration.)</p> <p>(Minutes circulated in Minute Book 2 - 2013/14)</p>	Licensing Committee -	1 st July 2013	Planning Committee -	5 th June 2013		3 rd July 2013
Licensing Committee -	1 st July 2013						
Planning Committee -	5 th June 2013						
	3 rd July 2013						
<p>10. Scheme of Members' Allowances 2013/14 (Pages 81 - 88)</p>	<p>To consider the Scheme of Members' Allowances for 2013/14.</p> <p>(Scheme attached)</p> <p>(All Wards)</p>						
<p>11. Administrative Matter - Change of date for September Council meeting Head of Legal, Equalities and Democratic Services</p>	<p>Members are asked to approve the re-scheduling of the September meeting of the Council to provide Officers with sufficient time to prepare the latest Local Plan No. 4 report.</p> <p>The Council is requested to RESOLVE that</p> <p>the rescheduling of the September meeting of the Council to Monday 9th September 2013 be approved and the consequent rescheduling of the August meeting of the Executive Committee to Monday 2nd September 2013 be noted.</p> <p>(All Wards)</p>						

<p>12. Urgent Business - Record of Decisions</p> <p>Chief Executive</p>	<p>To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.</p> <p>(None to date).</p>
<p>13. Urgent Business - general (if any)</p>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting.)</p>
<p>14. Exclusion of the Public</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>“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 rounds 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.”</p> <p>[Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – <u>the identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – <u>the prevention, investigation or</u>

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22nd July 2013

	<p><u>prosecution of crime;</u></p>
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may need to be considered as 'exempt'.]

(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)

REDDITCH BOROUGH COUNCIL**COUNCIL**22nd July 2013**QUESTIONS TO THE LEADER****1) “MERCIAN REGIMENT”**

The following Question to the Leader has been submitted in accordance with Procedure Rule 9.2 by Cllr Roger Bennett:

In March 2009 Redditch Borough Council gave the freedom of the Borough to the Mercian Regiment. Since that time the 2nd Mercian Regiment which recruits from Worcestershire, have continued to serve all over the world including Afghanistan.

Following the Forces Day Parade recently held in Redditch there is a growing desire by residents to show their appreciation for those in the Armed Forces who protect and serve us.

Would he agree with me that we should allow our residents the opportunity to show their appreciation for our brave servicemen and women who are representing our town, by making a commitment and invite them to parade through the town at their earliest convenience?

2) “TYPES OF HOUSING BUILT ON COUNCIL LAND”

The following Question to the Leader has been submitted in accordance with Procedure Rule 9.2 by Cllr Brandon Clayton:

Following the decision to give away our land at the Hewell Road site to a social landlord for free, who then decided what type of housing was to be built.

Can the Leader of the Council tell us:

A) Does Redditch Borough Council have any influence over the type of housing to be built on our land in the future;

B) Does the leader acknowledge that Redditch has a need for bungalows, particularly as the Council has a 5 year waiting list for residents wanting one;

C) Can he confirm whether there will be any bungalows built for rent on Council land within the next five years?

REDDITCH BOROUGH COUNCIL**COUNCIL**22nd July 2013

82. FINANCIAL RESERVES STATEMENT 2012/13**RECOMMENDED that**

- 1) the movement in reserves as detailed in Appendix 1 to the report be approved;**
- 2) additional General Fund Reserves of £1,084K be approved;**
- 3) the use of General Fund Reserves of £435K be approved;**
- 4) additional HRA Reserves of £27K be approved; and**
- 5) the use of HRA Reserves of £15K be approved; and**
- 6) movement in Capital Reserves of £72K be approved.**

(Councillors Juliet Brunner and Brandon Clayton requested that it be recorded that they abstained on this item)

EXECUTIVE COMMITTEE

FINANCIAL RESERVES STATEMENT – 2012/13

Relevant Portfolio Holder	Councillor, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To advise Members on the earmarked reserves for the year ending 2012/13 and to seek members approval for the movements in reserves.

2. RECOMMENDATIONS

The Executive Committee is requested to RECOMMEND that

- 1) the movement in reserves as detailed in Appendix 1 to the report be approved;**
- 2) additional General Fund Reserves of £1,084K be approved;**
- 3) the use of General Fund Reserves of £460K be approved;**
- 4) additional HRA Reserves of £27K be approved; and**
- 5) the use of HRA Reserves of £15K be approved; and**
- 6) Movement in Capital Reserves of £72K be approved**

3. KEY ISSUES

Financial Implications

- 3.1 The accounts for 2012/13 are in the process of being prepared and as part of the closedown process a review of reserves and provisions has been undertaken.
- 3.2 In The majority of the contributions to reserves during 2012/13 are as a result of; grant allocations that relate to specific projects to be spent in

EXECUTIVE COMMITTEE

future years, together with the revenue proportion of income from the receipt relating to the Threadneedle House lease surrender. The significant level of reserve recommended to be carried forward is due to the funds required to support Job Evaluation, grant allocations and the Threadneedle funds.

- 3.3 The new reserves that are proposed are included at Appendix 1. As mentioned at 3.2 these relate to funding that will be utilised for specific projects in future years.
- 3.4 If approval is granted to the proposed reserves as identified above, the revised position for General Fund will be £3.211m to fund future plans of the Authority. The full schedule including the new reserves is attached at Appendix 1.
- 3.5 As in previous years officers will continue to review the level of reserve to ensure that they link with the delivery of the services of the Borough.

Legal Implications

- 3.5 Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.
- 3.6 Section 25 of the Local Government Act 2003 places a specific personal duty on the Chief Financial Officer to report on the adequacy of reserves and the robustness of the budget.

Service/Operational Implications

- 3.7 The Council currently sets aside specific amounts as reserves for future policy purposes or to cover contingencies. In addition the Council has specific provisions for liabilities or losses that result from past events.

Customer / Equalities and Diversity Implications

- 3.8 The adequate provision of reserves will ensure the Council has appropriate funds in place to meet future demands of its customers.

4. RISK MANAGEMENT

The closedown of the accounts and the relevant accounting treatment of provisions and reserves is contained within the Financial Services Risk Register and monitored on a quarterly basis

EXECUTIVE COMMITTEE

5. APPENDICES

Appendix 1 – Statement of Reserves 2012/13

6. BACKGROUND PAPERS

Final Accounts working papers 2012/13

AUTHOR OF REPORT

Name: Sam Morgan
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Tel: (01527) 64252 x 3790

**EXECUTIVE
COMMITTEE****Appendix A**11th June 2013

	2012/13			Bal c/fwd
	2011/12 b/FWD	Contrib. in year	Used in year	
Shopmobility Donations	-32,263.43			-32,263.43
Crematorium Donations	-5,747.25	-240.01		-5,987.26
Forge Mill Museum Donations	-2,534.22		734.22	-1,800.00
Heming Road Units	-44,768.45		22,495.00	-22,273.45
Car Loan Insurance Fund	-6,624.20	-236.95		-6,861.15
Community Safety	-161,382.17	-15,510.00		-176,892.17
Taxi licensing	-6,291.30		6,291.30	0.00
Mercury emissions	-364,500.00	-60,000.00		-424,500.00
Job Evaluation	-755,000.00			-755,000.00
IT licences	0.00	-29,210.00		-29,210.00
Land Drainage	-19,594.00			-19,594.00
Planning	-84,440.00		35,115.00	-49,325.00
Town Centre Grant	-51,820.00		200.00	-51,620.00
Charles Henry Foyle Trust	-4,353.55		1,650.00	-2,703.55
Sports Development grants	-67,430.00	-1,300.00	31,580.00	-37,150.00
Ageing Well Project		-85,250.00		-85,250.00
Choose How You Move		-30,000.00		-30,000.00
Arrow Valley Walkers		-90.00		-90.00
Positive Activities		-6,740.00		-6,740.00
Homelessness Grant	-153,117.00	-99,470.00	110,390.00	-142,197.00
Mort rescue	-37,340.37		12,870.00	-24,470.37
Risk	-21,200.00	-14,950.00		-36,150.00
Health & Well Being	-26,760.00			-26,760.00
Redditch Partnership	-10,000.00			-10,000.00
Arts	-17,020.00	-2,610.00	9,950.00	-9,680.00
Benefit grants	-23,150.00	-63,610.00	23,150.00	-63,610.00
Family Learning	-3,930.00		3,930.00	0.00
Areas of Highest Need	-160,820.00		28,150.00	-132,670.00
Recycling	-9,210.00		9,210.00	0.00
Land charges	-100,000.00			-100,000.00
Sure Start	-9,903.06			-9,903.06
Lifeline	-24,342.31		24,342.31	0.00
Shared				
services/transformation	-50,000.00		50,000.00	0.00
Reg, Services balance	-70,000.00		10,860.00	-59,140.00
Customer Services	-20,000.00		20,000.00	0.00
PCT	-156,000.00		19,850.00	-136,150.00
Warmer Homes	-1,000.00		1,000.00	0.00
Elections	-6,000.00		6,000.00	0.00
Grants to Vol Bodies	-7,660.00		7,660.00	0.00
Strategic Housing	-1,250.00			-1,250.00
Boulders Play Area	-23,670.00			-23,670.00
Elections	-16,000.00		8,000.00	-8,000.00
Crematorium	-10,820.00			-10,820.00
Planning transformation	-10,000.00		5,110.00	-4,890.00
Grants to Vol Bodies	-5,000.00	-32,960.00	5,000.00	-32,960.00
Countryside Centre	-6,000.00		6,000.00	0.00
Building Control		-19,010.00		-19,010.00

**EXECUTIVE
COMMITTEE****Appendix A**11th June 2013

Development Management		-3,000.00		-3,000.00
High Street Innovation Grant		-45,110.00		-45,110.00
Threadneedle Dilapidations		-557,710.00		-557,710.00
Corporate Traineeships		-9,000.00		-9,000.00
2 Pennies (Hsg & Legal)		-7,500.00		-7,500.00
		-		
GF Earmarked Reserves	-2,586,941.31	1,083,506.96	459,537.83	-3,210,910.44
Supporting People(HRA)	-29,507.12	-23,502.88	14,670.00	-38,340.00
Community Care Prev Grant		-3,800.00		-3,800.00
HRA Earmarked Reserves	-29,507.12	-27,302.88	14,670.00	-42,140.00
Capital Reserve- Vehicles & Plant	-260,495.00			-260,495.00
Planning grant	-71,595.00		71,595.00	0.00
		-		
Capital Reserve-HRA	-6,450,000.00	2,000,000.00		-8,450,000.00
		-		
Capital Reserve	-6,782,090.00	2,000,000.00	71,595.00	-8,710,495.00

REDDITCH BOROUGH COUNCIL

COUNCIL

22nd July 2013

**82. ACCESS FOR DISABLED PEOPLE TASK GROUP MONITORING
UPDATE - OVERVIEW AND SCRUTINY COMMITTEE REFERRAL**

RECOMMENDED that

funding of £5,000 be released from the Shopmobility Donation reserves to meet the costs associated with the installation of a canopy over the access ramp to Shopmobility.

**EXECUTIVE
COMMITTEE**

11th June 2013

**ACCESS FOR DISABLED PEOPLE TASK GROUP MONITORING UPDATE –
OVERVIEW AND SCRUTINY COMMITTEE REFERRAL**

Relevant Portfolio Holder	Councillor Greg Chance, Portfolio Holder for Planning, Regeneration Economic Development and Transport, and Councillor Bill Hartnett, Portfolio Holder for community Leadership and Partnership.
Portfolio Holder Consulted	No
Relevant Head of Service	Judith Willis, Acting Head of Community Services
Ward(s) Affected	Abbey ward
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report summarises the action proposed by the Overview and Scrutiny Committee to install a canopy over the entrance ramp access to Shopmobility.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

funding of £5,000 be released from balances in 2013/14 to meet the costs associated with the installation of a canopy over the access ramp to Shopmobility.

3. KEY ISSUES**Background:**

- 3.1 The Overview and Scrutiny Committee commissioned a review of access for people with disabilities to Redditch town centre in 2011. A total of seven Members served on the review over the course of two municipal years including Councillors M Chalk, A Clayton, Fry (Chair, May – August 2012), Hartnett, Mason (Chair, September 2011 – May 2012), Quinney and Smith. The review was completed in August 2012.
- 3.2 During the course of the review the Councillors focused on the needs of people with all types of disability. The group was specifically tasked with investigating access for people with disabilities to the town centre by bus, taxi and by car. At the end of the review the group proposed 11 recommendations, the majority of which were approved, though a number required external organisations to make a final decision.

**EXECUTIVE
COMMITTEE**11th June 2013

- 3.3 Included within the recommendations were proposals for Officers to investigate a number of areas in further detail. One of the subjects that Officers were asked to review was the potential for a canopy to be installed over the ramp access to Shopmobility. Officers investigated this subject in detail and reported their findings for the consideration of the Overview and Scrutiny Committee on 2nd April 2013. (Appendix A).

Financial Implications

- 3.4 The estimated cost to install the shelter, including Landlord approval costs, would be £5,000. The figure quoted in this report relates only to the plans provided in Appendix B.
- 3.5 Additional expenditure would be required if seating was added to the shelter. The cost of incorporating seating into the structure would be £300 for a small bench and £600 for a bench extending across the width of the shelter, in addition to the £4,857 reported to the Overview and Scrutiny Committee as the cost for the installation of a canopy. This proposal would cost just under £5,500. An outline of a canopy incorporating seating can be viewed in Appendix C.
- 3.6 The Overview and Scrutiny Committee was advised that the installation of a canopy over the ramp access to Shopmobility could not be paid for out of existing budgets. The Committee therefore proposed that a request be made to fund the cost associated with the installation during 2013/14 from balances, a request that would be subject to Full Council approval. However, an alternative option would be to fund the installation of the canopy using the Shopmobility service's earmarked reserves.

Legal Implications

- 3.7 There are no legal implications for this report.

Service / Operational Implications

- 3.8 The ramp is located on private land owned by the Kingfisher Shopping Centre. The Council will therefore require the Kingfisher Shopping Centre's approval to carry out the proposed works.
- 3.9 Generally, in cases where the Council installs bus shelters planning permission is not required because these structures are often installed on Council land. However, as the shelter would be installed on private land planning permission would be required in this case.

**EXECUTIVE
COMMITTEE**

11th June 2013

Customer / Equalities and Diversity Implications

- 3.10 The canopy would benefit Shopmobility users as it would provide shelter to customers waiting for a Dial a Ride vehicle during adverse weather. In addition, the canopy would benefit users if it allowed for seating.

4. RISK MANAGEMENT

There are none identified.

5. APPENDICES

Appendix A – Extract from the minutes of the Overview and Scrutiny Committee meeting held on 2nd April 2013.

Appendix B – Draft proposed plans for the canopy.

Appendix C – Draft proposed plans for a canopy incorporating seating.

6. BACKGROUND PAPERS

Access for Disabled People Task Group – Final Report (August 2012).

Access for Disabled People Task Group – Monitoring Update Report (April 2013).

AUTHOR OF REPORT

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Tel.: 01527 64252 ext 3268



Overview and Scrutiny Committee

Tuesday, 2nd April, 2013

MINUTES

Present:

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

Also Present:

Mr M Hall, (Co-opted Member of the Arts and Culture Centre Task Group and Chair of the Arts in Redditch Network).

Officers:

L Berry, J Pickering and F Scott.

Democratic Services Officers:

J Bayley and M Craggs

APPENDIX A: MINUTE 168

ACCESS FOR DISABLED PEOPLE TASK GROUP - MONITORING UPDATE REPORT

Members received a monitoring report update on action taken to implement recommendations made by the Access for Disabled People Task Group in August 2012.

Members received updates on the following recommendations:

Recommendations 3 and 4: Accessibility of Taxi Services

The Committee was informed that the outcomes of a six week consultation with local taxi drivers and the local Taxi Association on the possibility of offering extend licenses for adapted vehicles to 12 years, rather than 9 years for standard vehicles, were to be reported for the consideration of the Licensing Committee at its meeting on 1st July 2013. Members commented that the Council

.....
Chair

Overview and Scrutiny Committee

Tuesday, 2nd April, 2013

needed to make it more financial viable for taxi operators to purchase adapted vehicles for their fleet.

The Licensing committee was also proposing that taxi drivers should be offered mandatory disability awareness training. This was similarly subject to the outcomes of consultation with relevant stakeholders.

Recommendation 6: Member Development

Members were advised that an equalities training session had already been held for Councillors. It was reported that this session had been relatively successful, although the subject matter could not be discussed in any great detail, especially around what is meant by 'discrimination', due to the brevity of the session. However, Members in attendance did return positive feedback. Therefore it was proposed that a similar session be included on an annual basis in the Member Development schedule.

Recommendation 10a: Shopmobility Access Ramp

Officers had been asked to investigate the potential for a canopy to be installed over the ramp access to Shopmobility. This review had been completed in time for the meeting and Officers reported that the installation of a canopy would require planning permission as well as permission from the Kingfisher Centre. Plans outlining a possible design for the canopy had been submitted by Officers, though Members were advised that these plans could be amended. The Committee was advised that it would cost the Council £4,857.00 to install a canopy at this location if these plans were adopted, which would require an in-year bid from Council balances.

Members recognised that the Council had to consider this level of expenditure on Council services very carefully. However, the Committee concurred that the idea should still be pursued as the canopy would provide much needed shelter for Shopmobility customers.

Recommendation 10d: Disability Parking spaces - Former Covered Market

Officers proposed that no further action be taken to introduce disabled parking spaces or a Dial a Ride collection and delivery point in the former covered market area. Members were informed that the majority of local stakeholders consulted on the proposal were opposed to the idea. There were health and safety concerns relating to the potential for conflict between vehicles and

Overview and Scrutiny Committee

Tuesday, 2nd April, 2013

pedestrians. Furthermore, planning permission was unlikely to be obtained for any additional car parking in the location as the area had been designated for retail development.

RECOMMENDED that

- 1) a disability awareness session should be delivered on an annual basis as part of the Member Development Programme at Redditch Borough Council; and**
- 2) funding of £4,857 be released from balances in 2013/14 to meet the costs associated with the installation; and**

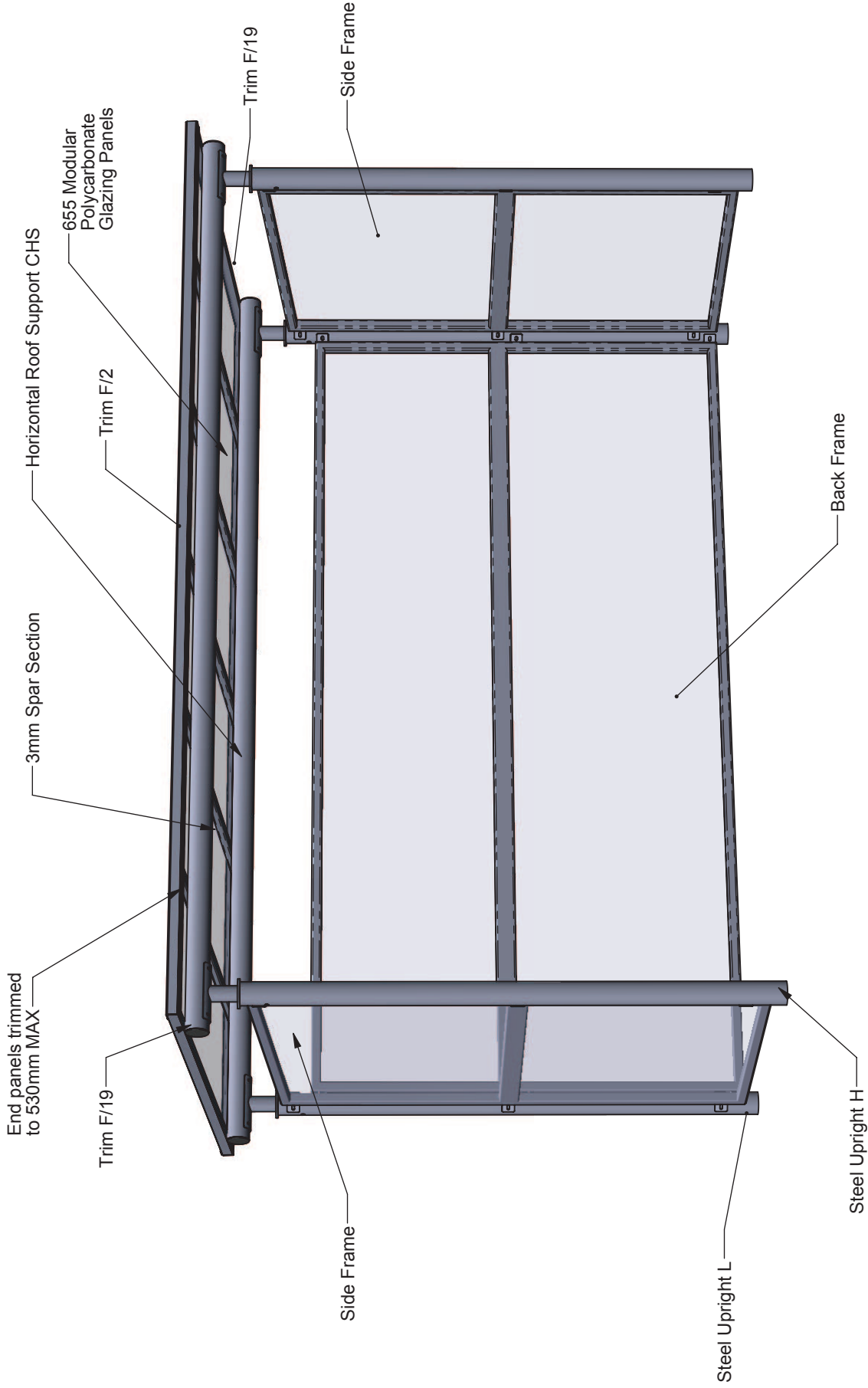
RESOLVED that

the report be noted.

The Meeting commenced at 7.00 pm
and closed at 8.25 pm

APPROVAL STAGE

GENERAL VIEW



General Notes:

All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued 28-10-13

Ch'd By RPP

Drawn By KQ

Scale NTS

Issue: A

Scale NTS

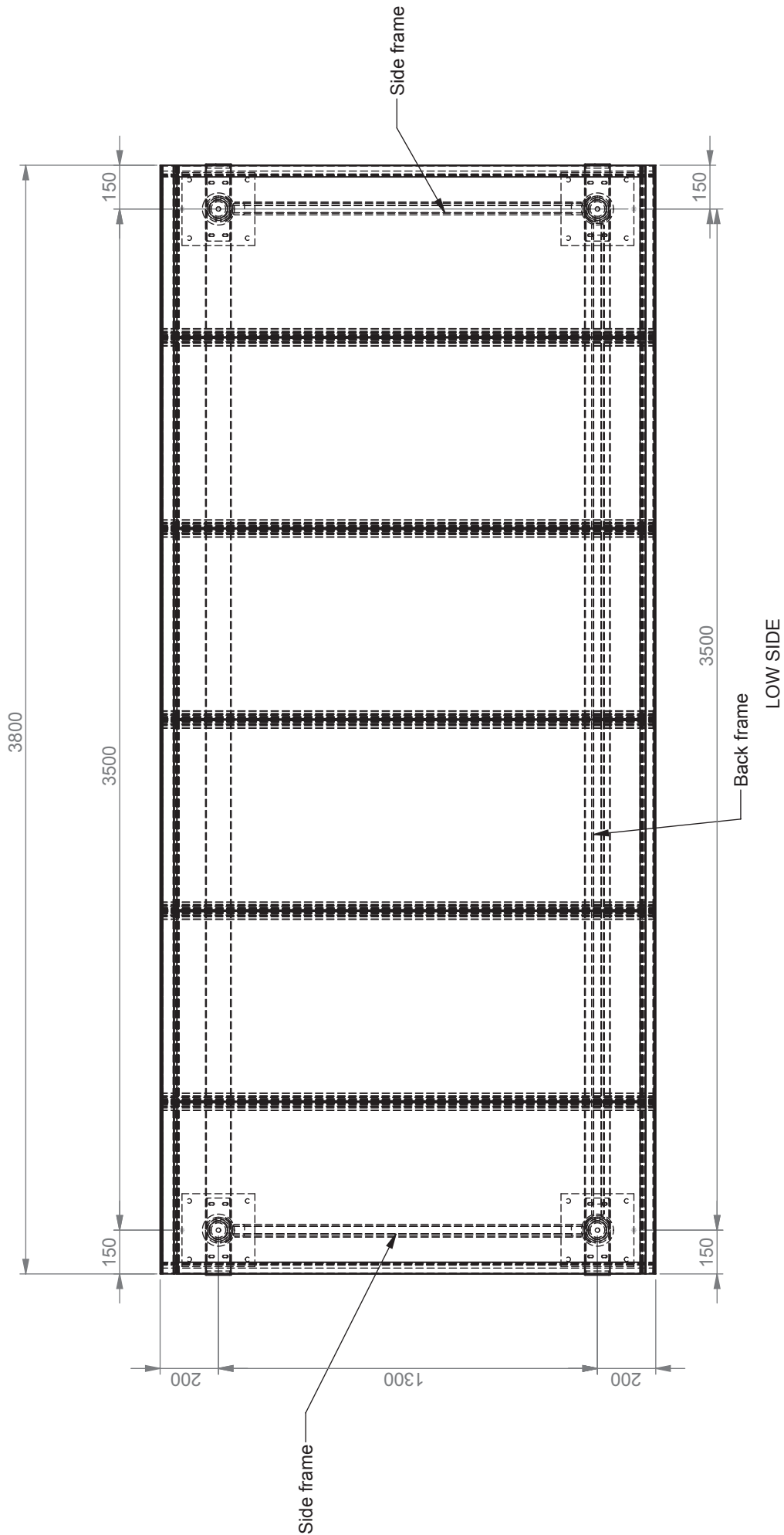


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Shawbury - Shropshire - SY4 4NZ

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Email: sales@aandslandscape.com

APPROVAL STAGE PLAN



General Notes:
All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued 28-1-13

Ch'd By RPP

Drg No. AS-A-002

Issue: A

Scale 1:20



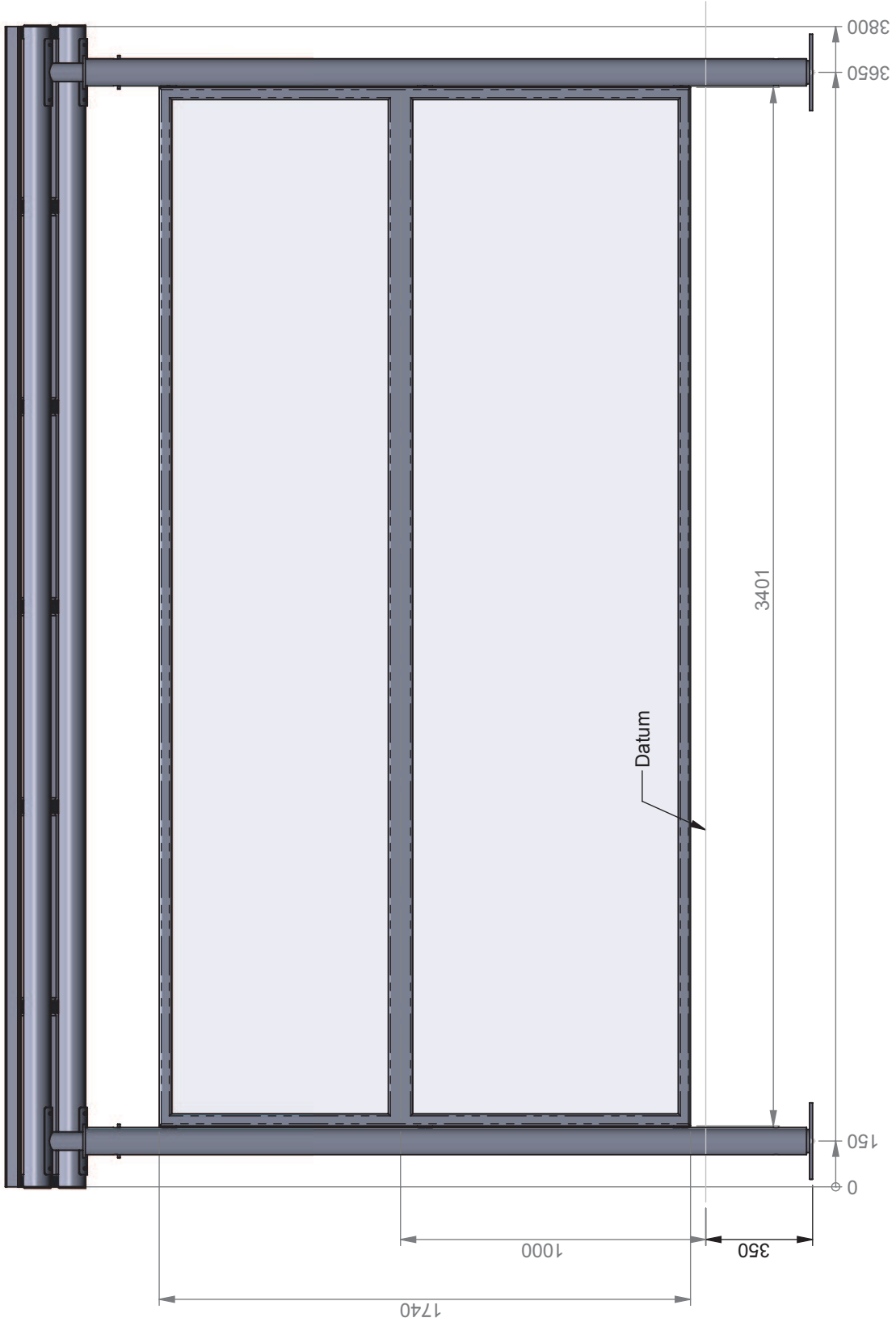
A&S Landscape

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APPROVAL STAGE

FRONT VIEW



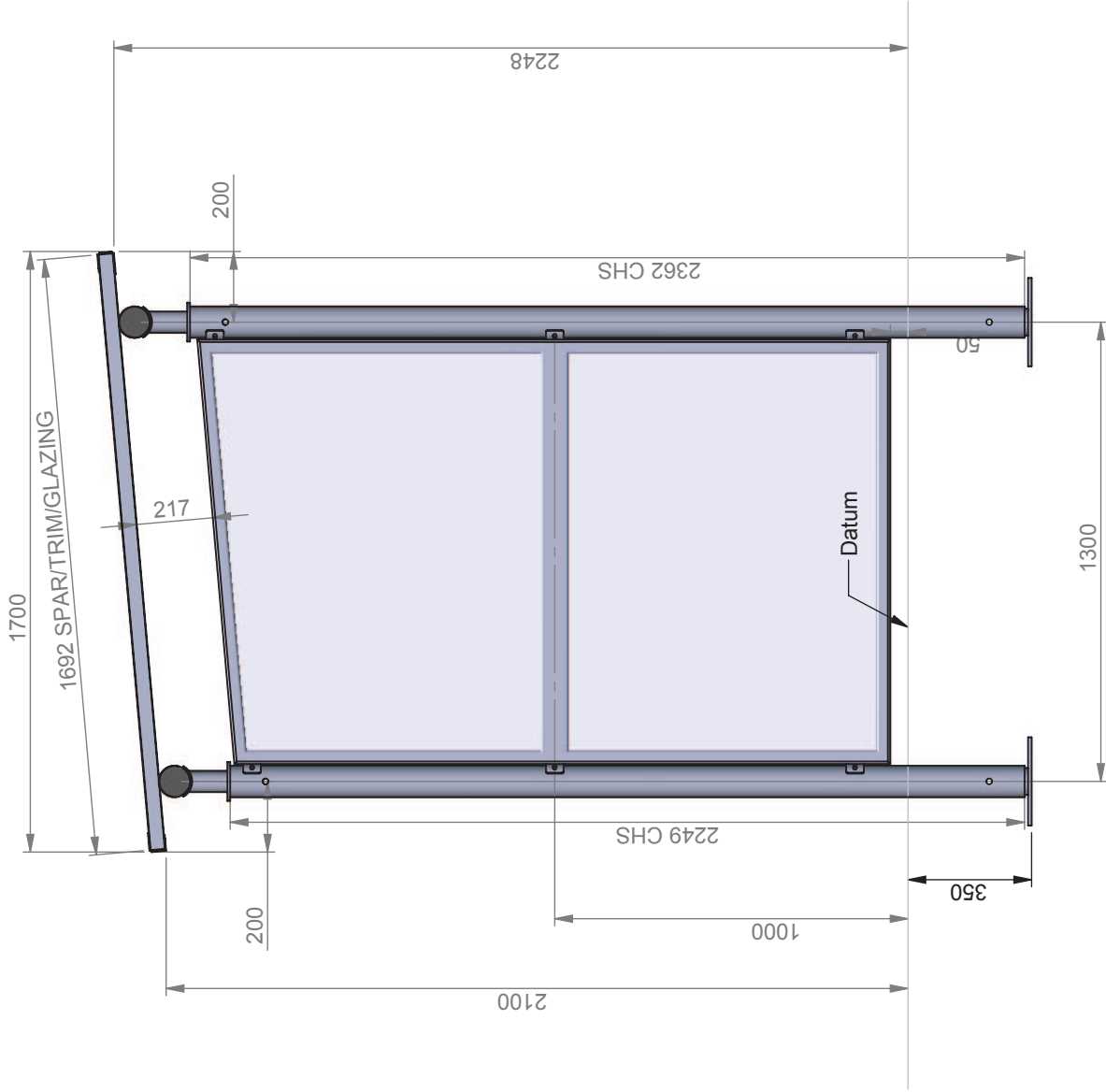
General Notes:
All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued	28-1-13	Drawn By	KQ	Ch'd By	RPP
Drg No.	AS-A-003	Issue.	A	Scale	1:20

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APPROVAL STAGE SECTION VIEW



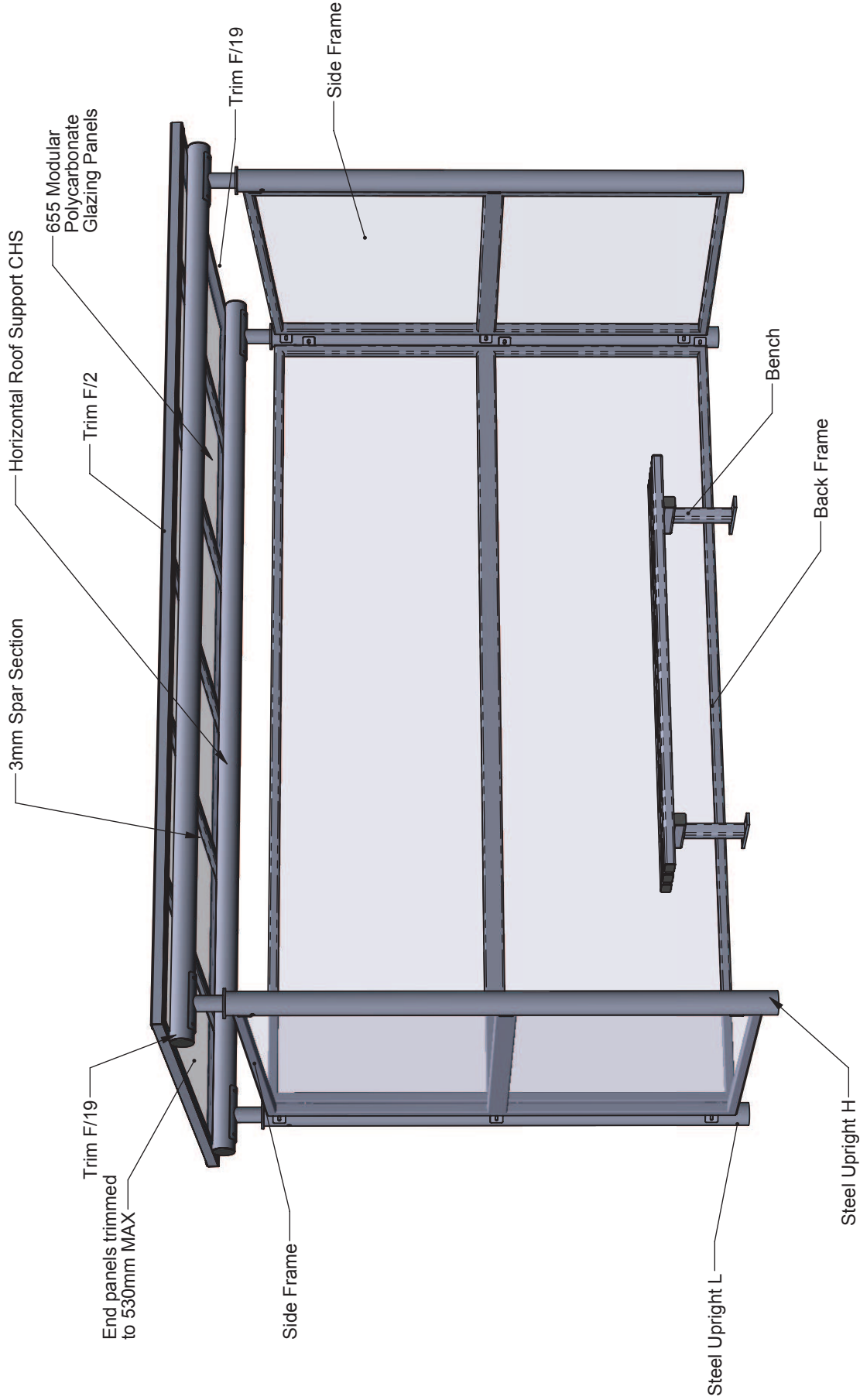
General Notes:
All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued	28-1-13	Drawn By	KQ	Ch'd By	RPP
Drg No.	AS-A-004	Issue:	A	Scale	1:20

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APPROVAL STAGE GENERAL VIEW



General Notes:

All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued 28-5-13

Drg No. AS-A-001

Drawn By KQ

Issue: B

Ch'd By RPP

Scale NTS

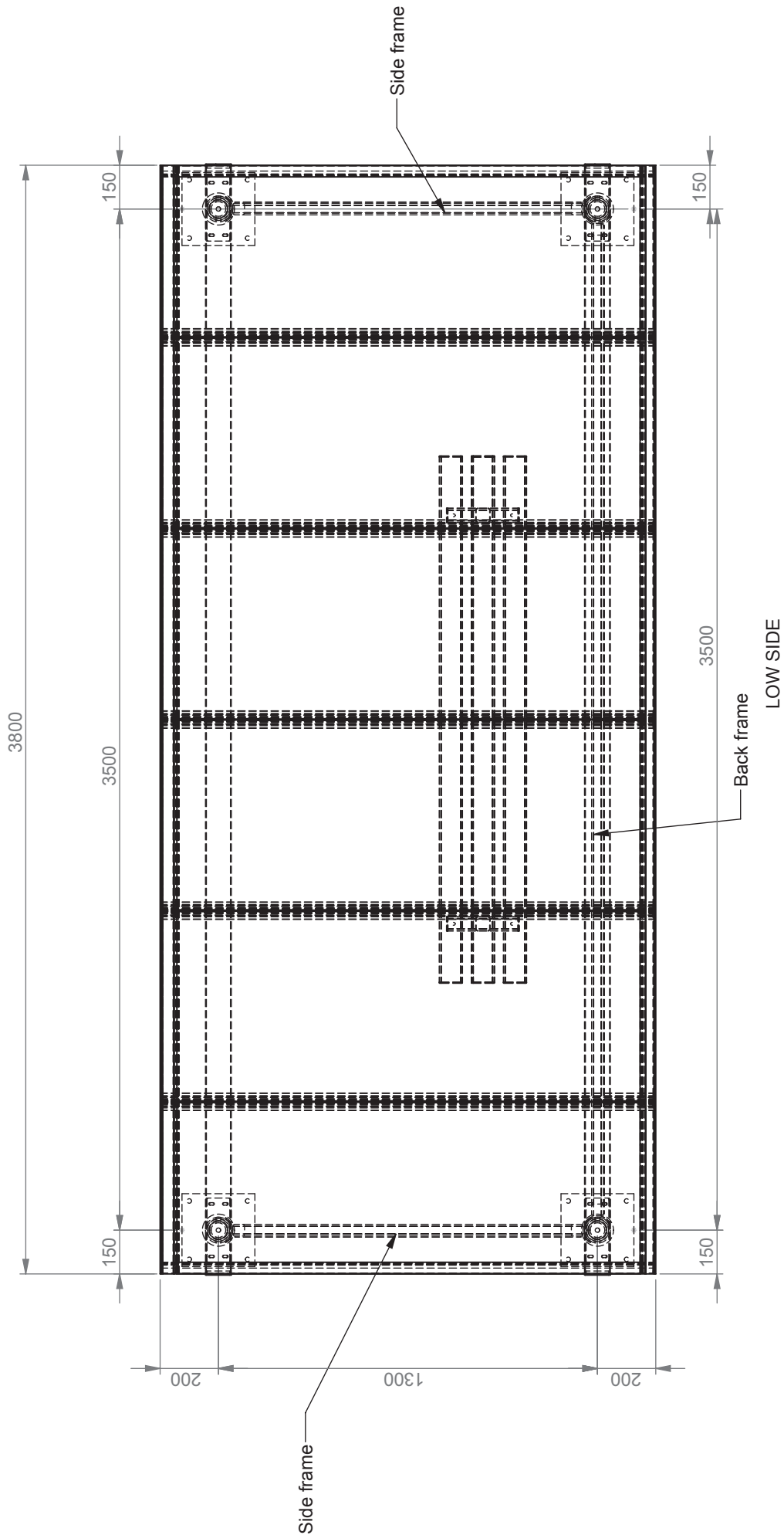


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APPROVAL STAGE PLAN



General Notes:
All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued 28-5-13

Ch'd By RPP

Drg No. AS-A-002

Issue: B

Scale 1:20



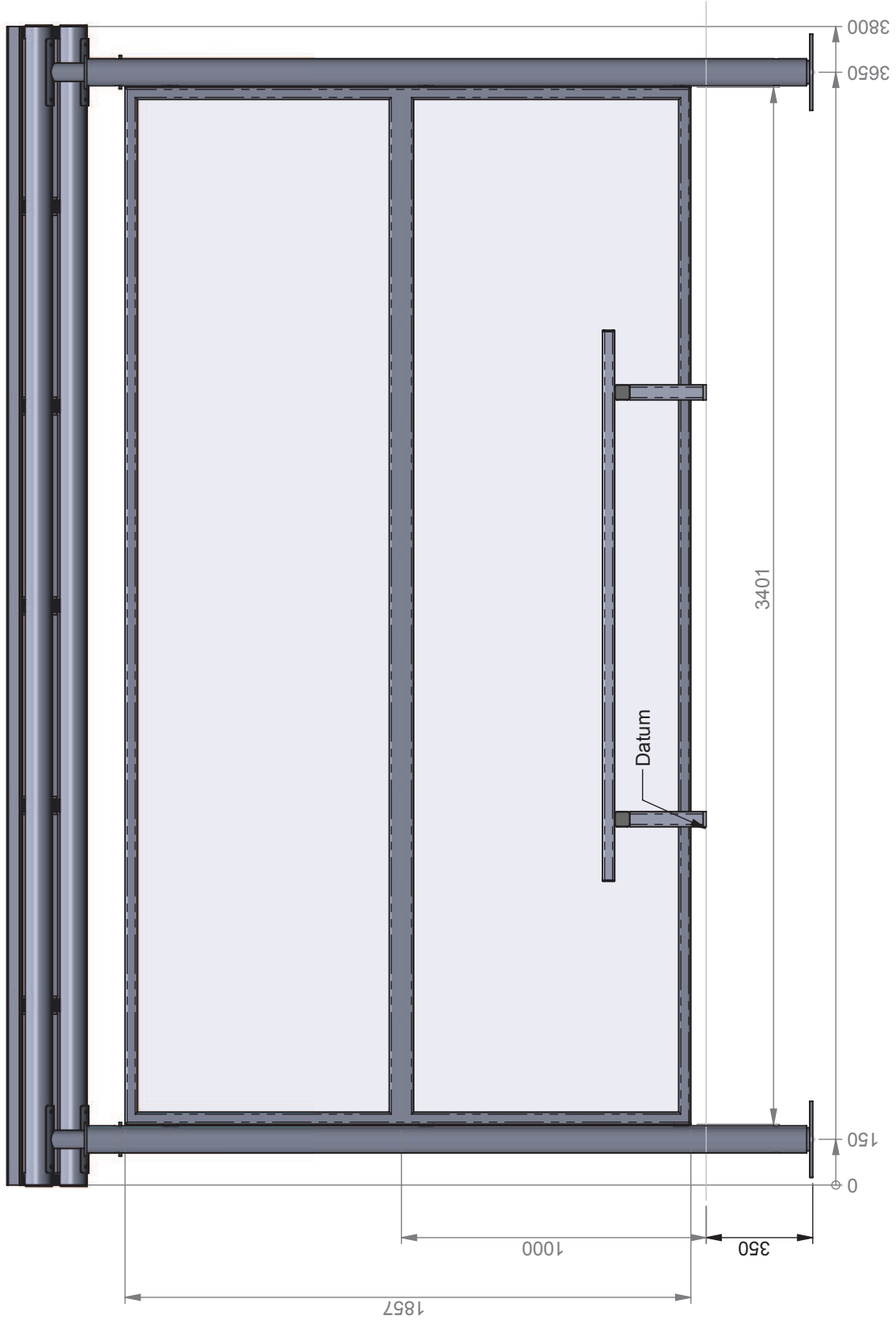
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APPROVAL STAGE

FRONT VIEW



General Notes:
All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued 28-5-13

Ch'd By RPP

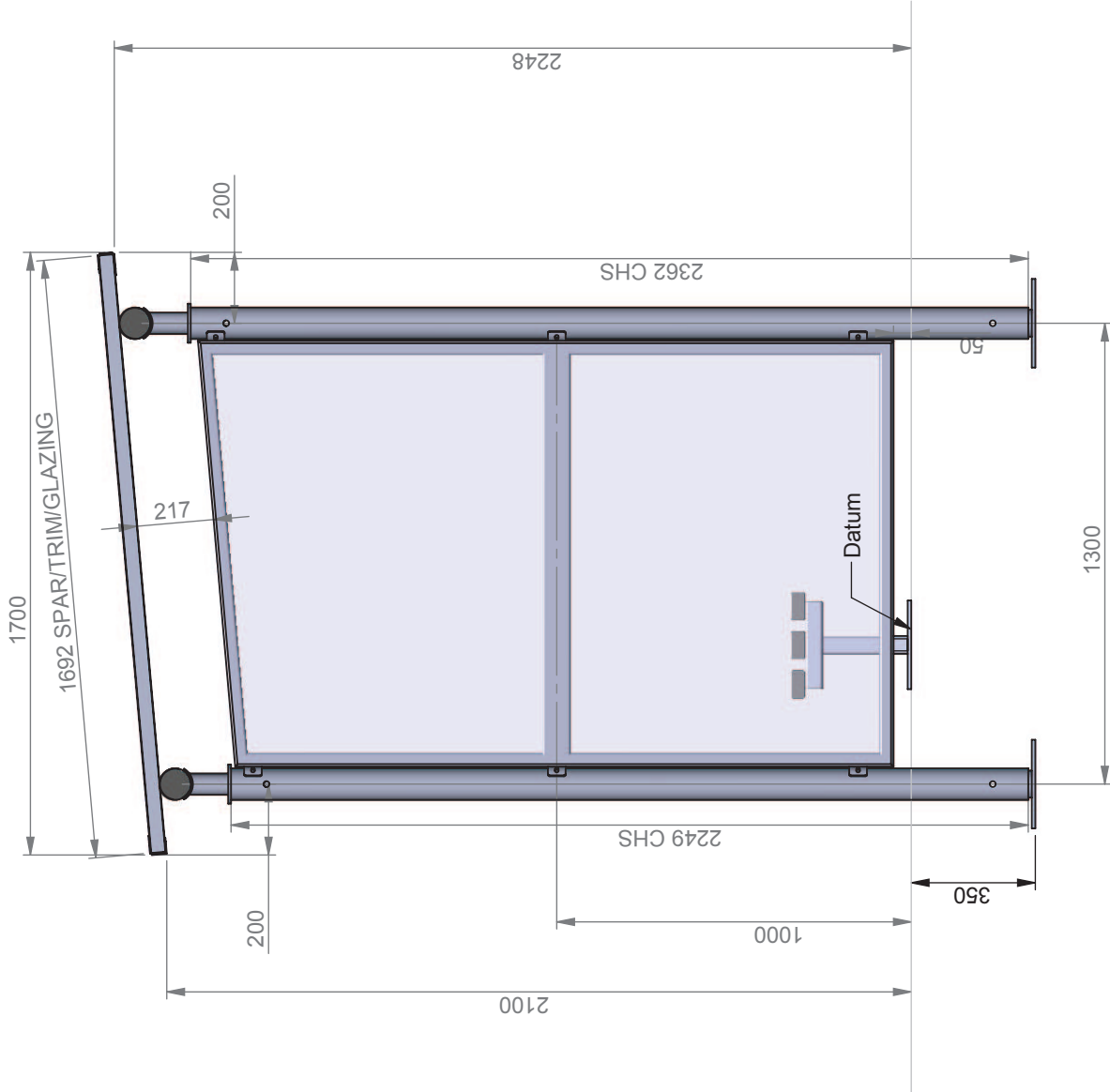
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Issue: B

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APPROVAL STAGE SECTION VIEW



General Notes:
All Dimensions in mm

Project Kingfisher Centre Bus Shelter

Date Issued 28-5-13

Drg No. AS-A-004

Drawn By KQ

Issue: B

Ch'd By RPP

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

Document is Restricted

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

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

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of the Local Government Act 1972.

Document is Restricted

REDDITCH BOROUGH COUNCIL

COUNCIL

22nd July 2013

82. RESTRUCTURE - ENABLING HEADS OF SERVICE

RECOMMENDED that

the business case for the restructure of the Finance and Resources Directorate be approved.

(Subsequent to the meeting of the Executive Committee the relevant parties were consulted on the contents of the report and thus the report and decision are no longer deemed exempt.)

EXECUTIVE COMMITTEE11TH JUNE 2013**RESTRUCTURE ENABLING HEADS OF SERVICE**

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering (Exec Director)
Wards Affected	All
Ward Councillor Consulted	None specific
This report contains exempt information as defined in Paragraph(s) 1 and 4 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to consider a proposed restructure of a number of Heads of Service roles and responsibilities within the Finance and Resources Directorate.

2. RECOMMENDATIONS

- 2.1 **Executive Committee is asked to recommend to Full Council the approval of the business case for the restructure of the Directorate.**

3. KEY ISSUES**Financial Implications**

- 3.1 Over the last 3 years officers have been reviewing the way they work and provide services to the customer using a systems thinking framework to transform service delivery. As part of this work a number of key financial principles have been developed to ensure that savings can be delivered to meet the current funding pressures that face the Authority whilst protecting key front line services that provide value to the customer. The principles are ;

- Reduce waste in a system (Stop it now)
- Design a new system to reduce waste and cost
- Reduce the costs associated with enabling service provision rather than those that create the value to the customer.

- 3.2 In addition the system thinking framework enables the organisation to consider 3 levels of costs associated with services delivered ;

- Create Value – these are the costs to deliver front line service, those which create real value to the customer

- Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service
 - Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value.
- 3.3 As part of the financial principles officers have reviewed the ratio of the cost of the enabling and add value functions compared with those that create value with the aim to align resources to those that provide the most value to our customers. This has demonstrated that there is a significant cost associated with enabling and supporting the organisations.
- 3.4 The Council's Medium Term Financial Plan (MTFP) requires financial savings to continue to sustain services to the community. In addition the transformational work that has been undertaken across the Directorate has evidenced a need to link to strategic purpose, particularly the way the Council supports the customer through financial difficulties. The Business Case attached at Appendix 1 details proposals to realign the roles within the Finance and Resources Directorate to support the strategic purpose of supporting customers to financial independence whilst reducing the cost of enabling support services.
- 3.5 In reviewing the costs associated with the Heads of Service included in the review proposed there is a saving of £77k per annum which would be shared equally across the two Councils. In addition there is a potential cost of between £30k - £210k to provide for associated severance costs subject to redeployment opportunities that may be available.

Legal Implications

- 3.6 Redditch and Bromsgrove Councils have developed a Strategic Alliance/shared services arrangement referred to as the Shared Services Framework Agreement. The Shared Services Framework sets out the basis upon which both Councils have agreed to work together by way of shared teams working across both authorities.
- 3.7 The legal basis for the Strategic Alliance is Section 2 of the Local Government Act 2000 and in relation to staffing arrangements Section 113 of the Local Government Act 1972.
- 3.8 Under section 113 of the Local Government Act 1972, a local authority may enter into an agreement with another local authority for the placing at the disposal of the latter authority the services of staff employed by

the former authority. The staffing arrangements for the shared management team have been established under section 113 of the Local Government Act with each authority placing its employees at the disposal of the other. Therefore the decision to delete a post that sits within the shared service agreement is subject to the approval of both Councils.

- 3.9 The Head of Finance and Resources and Head of Customer Services posts both report to the Section 151 Officer and therefore are classed as deputy chief officers as defined in section 2 of the Local Government and Housing Act 1989. The deletion of these posts is therefore a Council decision as the officer employment procedure rules are the same in both councils and they are based on national legislation.
- 3.10 The report is exempt due to the fact that consultation is not due to commence until recommendation from Executive of the Business Case.

Human Resources

- 3.11 The delivery of the business case will necessitate a move towards new staffing structure. The proposed staffing structure is included in the business case for Member information only. Members are not being asked to approve or endorse this structure as it may change as a result of the staff and Trade Union consultation process.
- 3.12 If the proposed business case is recommended by Executive a period of consultation will commence with the affected staff and union officials. It is proposed that the comments / revisions to the current proposals are reported to Full Council in July. It is advised to Executive that there may be potential for redundancy as a result of the decision to deliver the business case.
- 3.13 If there is a formal decision by both Councils in July to proceed with this proposal, subject to any revisions during consultation, recruitment to the new structures will begin.
- 3.14 Officers have developed a robust and supportive organisational change policy and a number of other support mechanisms that will be available to all staff during this time. These policies have been agreed following discussion with Trade Unions representatives to ensure that all staff are supported during the period of shared services and transformation.

Service / Operational Implications

- 3.15 As detailed in the Business Case attached there is a need for a greater focus towards supporting the customer with providing advice on managing finances and supporting through financial difficulties. By

EXECUTIVE COMMITTEE11TH JUNE 2013

linking customer services with the revenues, benefits and assets this will deliver a more strategic and proactive approach to this strategic purpose. In addition the Organisational Development of the organisation links more closely with transformation as this is the key to making the continued cultural changes needed through transformational change and providing our services in a different way.

Customer / Equalities and Diversity Implications

- 3.16 The aim of the restructure is to focus the service delivered on the customer to ensure that support and advice can be made available in a proactive and individual way.

4. RISK MANAGEMENT

- 4.1 The main risk associated with the proposed structure is the reduced capacity to deliver support across the organisations. The Executive Director of Finance and Resources will continue to monitor the services provided using the measures that will be in place to ensure there is no impact on the services delivered to the customer.

5. APPENDICES

Appendix 1 – Business Case

AUTHOR OF REPORT

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E Mail: j.pickering@bromsgroveandredditch.gov.uk
Tel: 01527-881400

**Bromsgrove District Council
Redditch Borough Council**

**RESTRUCTURE OF ENABLING HEADS OF
SERVICE 2013/14**

BUSINESS CASE

Contents

1. Background & Aim of Review
2. Outcome of Review
3. Proposals
4. Financial Arrangements
5. Staffing Structure

1. Background

In April 2010 the Joint Management Team was established to include 4 posts relating to the Heads of Service responsible for the management and direction of Revenues and Benefits and Customer Service functions together with the support services (legal, finance , ICT etc).

These posts are :

- Head of Legal, Equalities and Democratic Services
- Head of Finance and Resources
- Head of Business Transformation
- Head of Customer Services

Over the last 3 years officers have been reviewing the way they work and provide services to the customer using a systems thinking framework to transform service delivery. As part of this work a number of key financial principles have been developed to ensure that savings can be delivered to meet the current funding pressures that face the Authority whilst protecting key front line services that provide value to the customer. The principles are ;

- Reduce waste in a system (Stop it now)
- Design a new system to reduce waste and cost
- Reduce the costs associated with enabling service provision rather than those that create the value to the customer.

In addition the system thinking framework enables the organisation to consider 3 levels of costs associated with services delivered ;

- Create Value – these are the costs to deliver front line service, those which create real value to the customer
- Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service

- Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value.

As part of the financial principles officers have reviewed the ratio of the cost of the enabling and add value functions compared with those that create value with the aim to align resources to those that provide the most value to our customers. This has demonstrated that there is a significant cost associated with enabling and supporting the organisations.

Aim of Review

In reviewing the functions within the Finance and Corporate Resources Directorate there are 2 main aims;

- reduce the costs associated with enabling and adding value to the organisation
- link the proposed structure with the Strategic Purposes of the Council which have been developed following evidence of customer demand.

This review takes into account the information from the systems thinking interventions to date in relation to Revenues, Benefits and Customer Services and how this fits within the delivery and focus on the strategic purposes of the organisation. The aim of the changes proposed is that it will begin to link the management structure with the purposes.

The services currently delivered and included within this review link directly to the Strategic Purpose of **help me become financially independent**. In addition there is clearly a support required to **enable the Business** in its future development.

2. Outcome of Review

Whilst there is a need to redress the balance of costs associated with creating value to the customer against those which enable the business there remains a requirement for a professional framework of support and advice to enable the organisations to develop in a compliant and progressive way.

There are a number of staff that provide this enabling function within Bromsgrove and Redditch Councils including ; Legal, Democratic Services, Finance, Human Resources and IT. It is important to recognise that officers will continue to streamline and reassess the systems that are undertaken in these areas to ensure that a more proactive approach and cost effective service is delivered to those elements of the Councils that provide value to the customer. This will be done within a legislative framework that is in place in many of the enabling parts of the organisation.

ENABLING GOVERNANCE OF THE ORGANISATION

The Governance of the organisation is fundamental to ensure that the decisions of the Council are legally compliant and defensible and that members are supplied with a full and detailed account of matters to be determined. It is clear that in determining the mechanism for decision making and members support that there is some way to go in ensuring that waste is driven out of the process but it is also clear that necessary waste will continue to exist in any system that is predicated on democracy - and this is as it should be. The enabling functions of the organisation to deliver the level of Governance support are currently serviced by the Legal and Democratic teams.

It is clear that a significant part the elections team work supports the enabling of the organisation through supporting good governance. Although the majority of the elections team provide value directly to the customer and are not generally defined as enabling posts, they do support the democratic process and the robust governance arrangements that the Council has in place.

It is also worth noting that as part of the professional enabling of the Governance of the Council the provision of a Monitoring Officer is a Statutory Function and therefore necessary to the organisation in accordance with the Local Government Act 1979.

ENABLING THE FINANCIAL MANAGEMENT OF THE ORGANISATION

The Council is facing significant financial pressures over the next few years and at present there are no indications that this will improve. In addition the systems thinking approach will require the finance service to realign the financial structure of the organisation in line with the new approach.

It is vital that the organisation has a clear understanding of the impact of the pressures across all levels of the organisation. The finance team will have to support the managers to deliver services with ever limited budgets available and need a clear financial focus and direction to enable this to have a positive outcome. Whilst there remains a need to reassess the costs associated with the enabling of the financial management of the organisation it is also important to have a strong and transparent link between the S151 and Deputy S151 Officer to facilitate proactive and timely decision making and the exchange of professional advice and support. This would also enable direct collaborative working between the S151 and the Deputy to ensure a consistent approach is made when dealing with financial legislative issues.

ENABLING THE TRANSFORMATION AND ORGANISATIONAL CHANGE OF THE ORGANISATION

The key to transformational change is to ensure that staff are involved at each stage. There are many ways to ensure that staff are included, motivated, developed and understand the impact of the new ways of working all which link to the organisational development and employee support that is provided to both staff and managers by the human resources and organisational development team. Feedback from a number of transformation interventions has shown that the support for staff during and after the interventions is key to the successful delivery of a new way of working. This can only be enabled through positive and supportive management of change and to develop a skilled workforce for the future.

The cultural and organisational change that has been evidenced by the systems thinking work when mapping out processes across the organisations has identified the significant impact that transformation has on employees and organisational development. The future support and development of our staff is the essential to ensure that the new ways of working become the new culture of the organisation. Human Resources and Organisational Change need to be at the centre of the transformation of the organisation.

The business transformation team remains fundamental in driving the transformation forward and therefore remains a key service in the changes to be made by the organisation. In addition the policy and performance team provide advice and support on extracting data to ensure that measures reported are evidenced based and add value to the decision making in the Council.

To enable the organisation to transform the services the staff require appropriate resources and support to change the way they work and to create a systems thinking culture.

The ICT section has been through an intervention and redesigned service provision based on customer demand. A new structure is now in place to support the demand and enable the Council to move forward with the technology and system improvements.

HELP ME BECOME FINANCIALLY INDEPENDENT & ENABLING THE CUSTOMER

The transformation and system thinking approach is fundamentally changing the way the Council deals with the customer to enable them to access experts and advice and support more easily than in the past. This has resulted in a change within the customer service department, ensuring that experts deliver a quality service to our customers which has resulted in enhanced customer service skills being required.

The development of structures to enable the delivery of strategic purposes would result in the customer service advisors utilising their skills across the organisation and therefore providing an excellent skill base to all staff.

The interventions that are in place have shown that customers value excellent customer service and that this should be in place across the whole organisation to ensure that the customer needs are addressed in the most appropriate way.

A key purpose for the organisation is to help support customers to become financially independent. This purpose links with a number of other strategic purposes including; help me run a successful business and help me live my life independently. Together with the customer service team the main function currently providing support and advice to maximise customers available income is Benefits with Council Tax, Business Rates and general income recovery processes and systems being aligned to this purpose.

The Benefits Service generally creates value to the customer with the intervention that has been in place for over 2 years providing a face to face service for any customers that present at the customer service centre.

The measures that are to be developed in this service will evidence the benefit entitlement that claimants are requesting together with number of claimants and the general end to end times that this service takes.

It is clear that there are still a number of functions in the benefits services that require intervention through a systems thinking framework and it is anticipated that the support to the customer in helping them be financially independent can be provided in a more effective and generic way.

In addition to the benefits service the purpose of financial independence can be linked to the services provided by Council Tax, Business Rates and income collection and recovery.

The service has recently been restructured with the aim to focus on creating value to the customer with experts in Council Tax and Business Rates now providing a face to face support in the Customer Service Centre.

The Revenues Service is primarily a proactive one in billing and collection of money owed to the Council, with some reactive work in dealing with change in circumstances, or in response to enquiries about the bills, or any subsequent recovery action. Further work needs to be developed to help customers who can't pay and to understand what we could have done earlier in our relationship with the customer to avoid them getting into debt. This support links in with the strategic purpose of "help me to be financially independent".

Although no major intervention work has yet been done within the Income team, there has been some small pieces of work carried out which strongly indicate that changes within the income service will need to be led by the outcome of interventions within the key frontline services, rather than from within the Income service itself. This may see the income part of the systems being variable and linked to the purpose of each frontline system and will need to develop a strong customer service ethos to help customers and meet purpose. Although an enabling service it is one that also adds value.

To enable the customer to access all of the Councils services in an effective and supportive way it would be more effective to link the client property management responsibility to the theme of Enabling the Customer. This would provide a strategic direction to be in place to support the Capital Assets Group across the County and to liaise with partners and stakeholders when assessing the most effective use of our assets in the delivery of the Councils strategic purposes.

The asset management of our resources will support the way the Council delivers the services to the customer. There are a significant number of assets held by Redditch Borough Council and there is a need to review these assets in line with a clear and robust asset management plan. At Bromsgrove District Council there are less assets but there remains a need for a consistency in approach when supporting customer access.

With the need to ensure our customers are able to access services in the most appropriate way it is important to identify customer demand and how customers wish to access our services.

In addition, particularly in Redditch, it is important to review our assets to ensure that those that provide income to the authority are achieving this in the most effective way and to assess the options available to the organisation if they are not.

In linking the services to support financial independence and the property portfolio it will lead to a focus on helping our customers to be financially independent whilst reviewing customer access and our ability to review assets in a transformational way.

There is an evidenced need to focus on debt advice and support and by bringing the customer service, council tax, income, and benefits teams together this can be achieved in a more holistic way and would provide an customer focused support to address individual needs.

3. PROPOSALS

It is accepted that any proposed changes to structure may be revised as a result of consultation. In addition it is recognised that as the Councils continue to develop the services in a systems thinking and transformational way further structure changes may be proposed.

As a result of the outcome of the review as detailed above it is proposed that:

Revisions to current posts:

Head of Legal, Equalities & Democratic Services

It is proposed that the responsibilities within the Enabling Governance role are the same as the current Head of Legal, Equalities and Democratic Services. This is due to the fact that the responsibilities are the same as at present as clearly the services currently defined within this role are linked to enabling the Governance of the Organisation and would not link directly to another purpose. This post to continue to report to the Executive Director Finance and Resources as at present.

Financial Services Manager

It is proposed that the responsibilities as defined in the Enabling Financial Management meet the current role of the Financial Services Managers but the reporting line of the post is revised to directly report to the Executive Director Finance and Resources. In addition the client role for Internal Audit would be linked to this post. It is therefore proposed that the current Financial Services Manager reports to the Executive Director therefore addressing the need for a direct link between S151 and Deputy S151 Officer.

Head of Transformation and Organisational Change

It is proposed that the roles defined within the Enabling of Transformation and Organisational Change be undertaken by a revised post of Head of Transformation and Organisational Change. It is proposed that the current Head of Business Transformation has a change to their relevant post title to include the organisational change element. This does not represent a significant change to the current role.

New posts:

Head of Customer Access and Financial Support

It is proposed that a new post be created to be responsible for enabling the customer to access Council services as well as meeting the strategic purpose of helping residents to be financially independent. This role would have a corporate responsibility for ensuring a strong customer service focus, alongside the specific services relating to the provision of personal financial advice and support as well as the wider issues of the community's access to services.

Deleted Posts:

Head of Finance and Resources

It is proposed that this post be deleted as the new roles and responsibilities in supporting the strategic purpose do not fit into the current role

Head of Customer Services

It is proposed that this post be deleted as the new roles and responsibilities in supporting the strategic purpose do not fit into the current role

.3. FINANCIAL ARRANGEMENTS

Existing Service Costs

The current cost for the Heads of Service and the Financial Services Manager is (total) is £ 425k

New Service Costs

The new service costs will be £348k

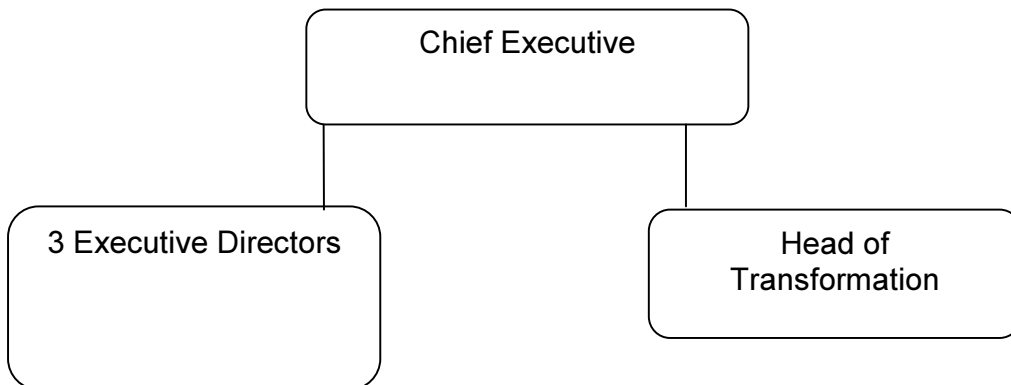
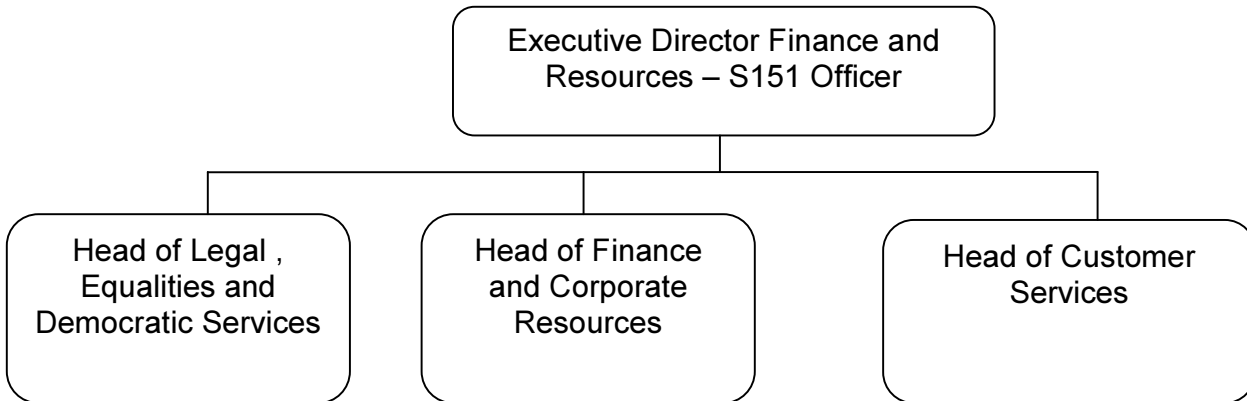
The basis of cost sharing across the Councils will be on a 50:50 sharing

TOTAL SAVINGS	£77k per annum
Per Council	£39k per annum

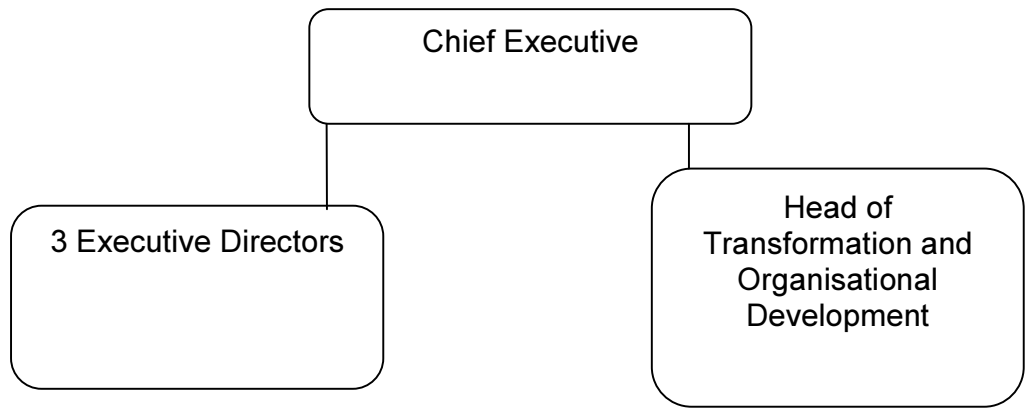
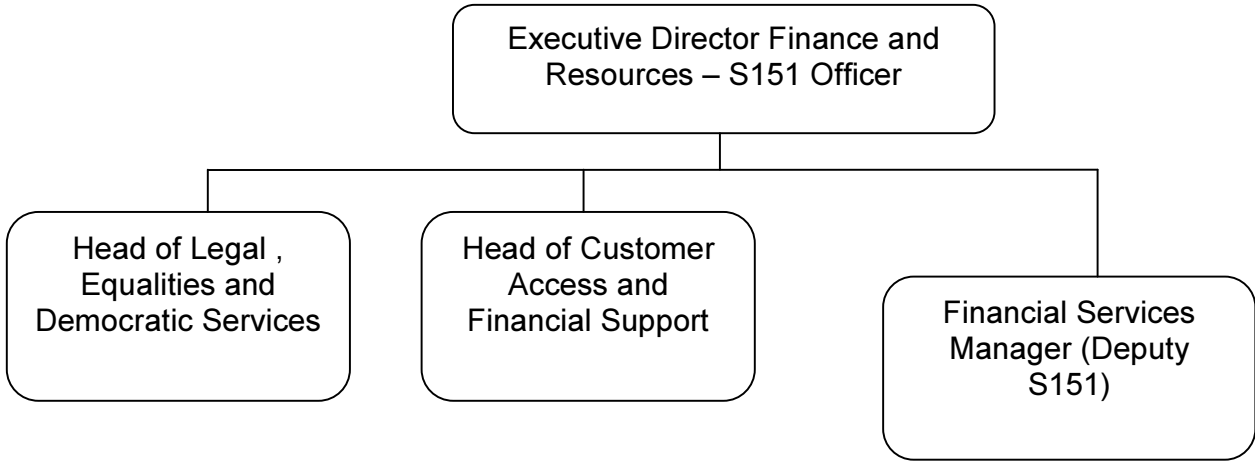
The cost of implementing the above proposals in terms of potential redundancy / early retirement costs are between £30k and £210k.

4. **STAFFING ISSUES**

CURRENT STRUCTURE



PROPOSED STRUCTURE



REDDITCH BOROUGH COUNCIL

COUNCIL

22nd July 2013

82. COUNCIL PLAN

RECOMMENDED that

subject to the amendments in the preamble [detailed in the minutes of the Executive Committee meeting held on 9th July 2013], the Council Plan attached at Appendix 1 to the report be approved.

COUNCIL

22nd July 2013

SCHEME OF MEMBERS' ALLOWANCES 2013/14

Relevant Portfolio Holder	Cllr John Fisher, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	None specifically
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 In previous years the Scheme of Members' Allowances presented to the Council has essentially comprised no more than the basic and special responsibility allowances as agreed by Members.
- 1.2 The attached Scheme attempts to provide a rather more comprehensive guide to the Allowances to which elected Members are entitled.

2. RECOMMENDATIONS

The Council is requested to RESOLVE that

the Scheme of Members' Allowances for 2013/14 be approved.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications arising from the present report as the allowances indicated within the attached Scheme are met within existing budgets.

Legal Implications

- 3.2 There are no specific legal implications arising from the present report.

Service / Operational Implications

- 3.3 Previously the Scheme of Members' Allowances has contained little more than the range of basic and special responsibility allowances as agreed by the Council following its consideration of the recommendations of the Independent Remuneration Panel.
- 3.4 In order to provide rather more clarity and certainty for Members as to what they are able to claim for and, in certain instances, how much they are able to claim

the attached Scheme details some of the policies which the Council currently operates with regard to the payment of allowances. The Scheme does not contain any policies or proposed levels of allowance which are different to those which have been in place previously but it does seek to codify what presently pertains.

Customer / Equalities and Diversity Implications

- 3.7 No particular equalities and diversity implications have been identified with regard to this report.

4. RISK MANAGEMENT

There is a risk that, without such a Scheme, incorrect payments may be claimed or paid which may place the Council in the position of having to seek reimbursement from the affected Member.

5. APPENDICES

Appendix 1 - Scheme of Members' Allowances 2013/14

6. BACKGROUND PAPERS

Previous Schemes of Members Allowances for Redditch Borough Council.

AUTHOR OF REPORT

Name: Ivor Westmore, Democratic Services Officer
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Scheme of Members Allowances 2013/14, as from 1st April 2013

The Members Allowances Scheme is agreed by the Council each year. It sets out the allowances which are paid to Councillors and the expenses they can claim.

The amounts of the allowances are reviewed each year by the Independent Remuneration Panel. This group of non-Councillors make recommendations to the Council, and it must take account of these when setting its allowances.

Basic Allowance and Special Responsibility Allowance

A Basic Allowance of £3,350 is paid to all Members of the Council. By law, the Council must pay an equal amount of Basic Allowance to each Councillor, unless they choose not to receive all or part of it. The Basic Allowance is paid automatically each month as part of the payroll process and Councillors do not need to claim.

In addition to the Basic Allowance referred to above, Special Responsibility Allowances are paid to the holders of the following Offices,:

Position	Multiplier of Basic Allowance	Special Responsibility Allowance
Leader of the Council	2.0	£6,697, plus £1,560 as portfolio holder
Deputy Leader	1.4	£4,687, plus £1,560 as portfolio holder
Executive Members (Cabinet Portfolio Holders)	0.46	£1,560
Executive Members without Portfolio	0.32	£1,072
Chair of Overview and Scrutiny Committee	0.6	£2,009
Members of Overview and Scrutiny Committee	0.32	£1,072
Chair of Planning Committee	0.47	£1,560
Chair of Licensing Committee	0.4	£1,340
Political Group Leaders	0.31	£1,040 X1

There is no limit on the number of Special Responsibility Allowances payable to any one Member.

These allowances are also paid automatically each month via payroll.

In addition to the allowances set out above, and for ease of reference, the following additional allowances are made:

Representatives on Major Outside Bodies

*Local Government Association & General Assembly
(Cllr Bill Hartnett) £269.00 pa*

*Local Government Association Rural Commission
(Cllr Michael Chalk) £269.00 pa*

*Local Government Association Urban Commission
(Cllr Greg Chance) £269.00 pa*

*West Midlands Councils
(now named West Midlands Employers)
(Cllr Bill Hartnett) £269.00 pa*

Part Year Payments

If a Councillor holds office for less than a full year, any allowances will be paid in proportion to the length of the period the office is held. This applies to Basic and Special Responsibility Allowances.

Civic Payments

An allowance of £3,690 is paid to the Mayor and £1,100 to the Deputy Mayor. This allowance is permitted in the Local Government Act 1972 and is separate to those which are reviewed by the Independent Remuneration Panel.

Travelling and Subsistence Allowances – require a claim to be made

Travelling and subsistence allowances can be paid to reimburse Councillors when they carry out an Approved Duty. Details of what constitutes an Approved Duty are set out elsewhere in this Scheme.

The Council will reimburse any business mileage at the published HM Revenue and Customs authorised non taxable rates (given below).

All claims for vehicle mileage must be submitted promptly at the end of each month. Claims which are more than 2 months old will be rejected.

Inland Revenue rates:

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45 p	25 p

Motorcycles	24 p	24 p
Bicycles	20 p	20 p
Carrying Passengers (RBC Employee or fellow Member)	5p per person per mile	
Towing	6p	

- (a) In situations where Members move out of the area, or otherwise change circumstances, a maximum distance for mileage to be paid for home to meetings mileage is 40 miles each way. No limit is set on mileage for journeys from home to conferences, training and seminars.
- (b) Councillors may claim actual expenditure incurred on tolls or parking fees, in addition to travelling allowances. Proof of expenditure must be provided.
- (c) Public transport costs can be reimbursed on production of receipts, again claimable for Approved Duties only.
- (d) Subsistence allowances are available for Councillors where they are away from home and unable to make their own arrangements. Councillors are reimbursed for actual expenses incurred up to the following maximum amounts, subject to the production of receipts:-

Breakfast	£5.00
Lunch	£6.75
Evening Meal	£20.00

Childcare and Dependant Care Allowances

The Dependent Carer's Allowance is intended to provide support to a Councillor with responsibilities for childcare (under age 16) or a dependent relative when attending meetings of the Council. The allowance is to cover reasonable and legitimate costs, but payment cannot be made if a carer is a member of the Councillor's immediate family or under 16 years of age.

When making a claim, the Councillor should include Receipts. Payments are for the actual time that a carer is employed and therefore includes the travelling time of a Councillor to and from a meeting.

Approved Duties

The following Approved Duties are those for which travel and /or subsistence allowances may be claimed:-

- (a) Meetings of the Council, Executive and other Committees and any meeting of a Council-appointed body, or involving Council-nominated representation; or one to which Officers have invited Members;

- (b) Attendance at meetings required as part of Overview and Scrutiny, or similar Member-led Review;
- (c) Opening tenders, when attendance is required as set out in Contract Standing Orders;
- (d) Attendance at relevant meetings by Leaders, Portfolio Holders / O&S Chair where required by virtue of their position.
- (e) Training events and briefings arranged via Council officers, either specifically for Redditch Councillors or in conjunction with other authorities.
- (f) External conferences, seminars and training events, where attendance is appropriate to the role the Councillor carries out and has been agreed in advance with the Political Group Leader

Authority is delegated to the Democratic Services Manager to adjudicate on such duties, and to determine whether duties are approved or not for payment, within the above definitions. Any dispute arising on such adjudication will be settled in consultation with the Portfolio Holder for Corporate Management.

Claims for Allowances

Members should submit claims for allowances on a monthly basis. The Democratic Services Team will tell you the deadlines before the beginning of the financial year.

Foregoing an Allowance

A Councillor may, by giving written notice to the Council's Payroll Manager, choose to forego all or part of an allowance under this Scheme. If a Councillor has made this decision, s/he can change their mind, but not retrospectively.

Should a Councillor choose to donate all or part of his/her entitlement to allowances under this Scheme to registered charities of his/her choice the Councillor will need to make their own arrangements for donating such allowances to the charity following receipt of the allowances.

General Advice

Councillors who are members of more than one authority may not receive allowances from more than one authority for the same duties.

Quick guide to Members Allowances and Expenses

Allowances

Write to the Payroll Manager if you wish to receive a reduced amount or to decline to receive an allowance.

Basic allowance – paid to all Councillors via payroll.

Special Responsibility Allowance – paid to Councillors who hold posts with additional responsibility.

Expenses

What you can claim:

Travel expenses for car/public transport for carrying out approved duties. These include return journeys from home or work to:

- meetings of the Council, Executive and other Committee meetings, task group meetings;
- associated briefing meetings;
- meetings arranged by officers, including opening tenders;
- training events
- external conferences and training events where attendance has been agreed in advance with the Councillors' political group leader, or where there is no group leader, with the Chief Executive.

Subsistence allowances for when you are carrying out an approved duty, are not able to make your own arrangements and refreshments are not provided for you.

Reimbursement of reasonable costs for childcare or care of dependant relatives who live with you.

What you cannot claim:

First class travel

Expenses more than 2 months old

Subsistence allowances where you have received refreshments

Expenses where you can claim for another organisation.

