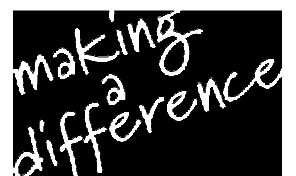




# Council

Monday 31<sup>st</sup> March  
2014  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01527) 64252 (Extn. 3269)  
e.mail: [ivor.westmore@bromgroveandredditch.gov.uk](mailto:ivor.westmore@bromgroveandredditch.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 Democratic Services 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 Democratic Services Officer.

### **Special Arrangements**

If you have any particular needs, please contact the Democratic Services 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 Democratic Services 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

31<sup>st</sup> March 2014

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	

<b>1. Welcome</b>	The Mayor will open the meeting and welcome all present.
<b>2. Apologies</b>	To receive any apologies for absence on behalf of Council members.
<b>3. 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>4. Minutes</b> (Pages 1 - 14) Chief Executive	To confirm as a correct record the minutes of the meetings of the Council held on 24 <sup>th</sup> February and 10 <sup>th</sup> March 2014.  (Minutes attached)

<p><b>5. Announcements</b></p>	<p>To consider Announcements under Procedure Rule 10:</p> <ul style="list-style-type: none"><li>a) Mayor's Announcements</li><li>b) Leader's Announcements</li><li>c) Chief Executive's Announcements.</li></ul> <p>(Oral report)</p>
<p><b>6. Questions on Notice</b> Chief Executive</p>	<p>No questions have been submitted to date under Procedure Rule 9.2.</p> <p>(Other than in exceptional circumstances, no questions on Notice are permitted for meetings which fall within a formal election period)</p>
<p><b>7. Motions on Notice</b> Chief Executive</p>	<p>No Motions have been submitted under Procedure Rule 11.</p> <p>(Other than in exceptional circumstances, no Motions on Notice are permitted for meetings which fall within a formal election period)</p>
<p><b>8. Executive Committee</b> (Pages 15 - 26) 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>24<sup>th</sup> February 2014</u></p> <p>There are no outstanding matters requiring the Council's consideration.</p> <p><u>11<sup>th</sup> March 2014</u></p> <p>Matters requiring the Council's consideration may include:</p> <ul style="list-style-type: none"><li>• Pay Policy 2014/15</li></ul> <p>(Report / decision attached)</p> <p><b>(Minutes circulated in Minute Book 7 – 2013/14)</b></p> <p><b>(No Direct Ward Relevance)</b></p>

<p><b>9. Regulatory Committees</b> Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees:</p> <p>Audit &amp; Governance Committee - 16<sup>th</sup> January 2014</p> <p>Planning Committee - 15<sup>th</sup> January 2014 12<sup>th</sup> February 2014</p> <p>(There are no matters requiring the Council's consideration)</p> <p><b>(Minutes circulated in Minute Book 7 – 2013/14)</b></p>
<p><b>10. Overview and Scrutiny Committee Annual Report 2013/14</b>  Overview and Scrutiny Committee</p>	<p>To consider the Annual Report of the Overview and Scrutiny Committee for 2013/14.</p> <p>(Annual Report under separate cover)</p> <p><b>All Wards</b></p>
<p><b>11. Urgent Business - Record of Decisions</b>  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><b>12. Urgent Business - general (if any)</b></p>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in her 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>

## 13. 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.”**

**[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’.]**

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





## Council

24<sup>th</sup> February 2014

## MINUTES

### Present:

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

### Officers:

A-M Darroch, K Dicks, C Felton, C Flanagan, S Jones, S Morgan and J Pickering

### Committee Services Officer:

I Westmore

### 83. APOLOGIES

Apologies for absence were received on behalf of Councillors Simon Chalk, Brandon Clayton, Roger Hill, Luke Stephens and Derek Taylor.

### 84. DECLARATIONS OF INTEREST

Members were reminded of the statutory provision under Section 106 of the Local Government Finance Act 1992 regarding the participation of Members who were more than two months in arrears with their Council Tax payments.

There were no declarations of interest.

### 85. MINUTES

Further to Minute 79, a member questioned the record as contained within the minutes, stating that it had been the existing rental income rather than the future ownership of the Post Office premises which had been in question.

### RESOLVED that

.....  
MAYOR, in the Chair

**the minutes of the meeting of the Council held on 27<sup>th</sup> January 2014 be confirmed as a correct record and signed by the Mayor.**

**86. ANNOUNCEMENTS**

(a) As this was not an ordinary meeting of the Council, the Mayor informed Members that she would not be making any of her usual announcements.

(b) The Leader's Announcements were as follows:

i) Winyates

The Leader reported that he had recently attended the opening of the SPACE and Wellbeing Hub in Winyates.

ii) Chinese New Year

The Leader advised that he had recently attended a Chinese New Year celebration at the Kingfisher Centre.

iii) North Worcestershire Police Awards evening

The Leader advised that he had attended an Awards evening at Hindlip Hall at which a number of individual Officers and Policing Teams had received awards for their outstanding service.

iv) Redditch Local Strategic Partnership (LSP)

The Leader reported that the last meeting of the Redditch LSP had discussed new ways of working and had decided to proceed with a system of one annual meeting, the continuation of existing sub-groups and the suspending of the schedule of bi-monthly meetings for the Partnership.

v) Sue Horrobin

The Leader expressed his gratitude to Sue Horrobin for many year's dedicated service on the occasion of her leaving the Council to take up a new post in Scotland.

vi) Angie Heighway

The Leader expressed his gratitude to Angie Heighway, the Head of Community Services for many years dedicated service and wished her well as she would shortly be leaving the Council.

viii) Acorns Hospice

The Leader reported on his attendance at a recent fund-raising event for the Acorns Hospice.

**87. EXECUTIVE COMMITTEE**

The Council considered the minutes of the meeting of the Executive Committee held on 11<sup>th</sup> February 2014 and the recommendations of the Executive Committee meeting immediately preceding this meeting of the Council.

During the discussion on the proposed Fees and Charges for 2014/15, there was some disquiet at the recommended increase in charges for Junior Swimming Lessons. The proposed rise in charges was contrasted with the continued provision of Free Swimming for under-16s and the Portfolio Holder was requested to reconsider this recommendation. The recommended charges for several other service areas, such as Environmental Services, were also noted as being very substantial compared to the charges levied in the previous year. The Leader advised that the overall increase in the levels of Fees and Charges was 3%, meaning that in some areas charges had increased by a greater amount whereas in others proposed charges were the same or lower than in previous years. In respect of Junior Swimming charges, it was noted that the charges proposed by Redditch Borough would still compare very favourably with the charges in neighbouring authorities. Members voted on an amendment recommending a review of the proposed increase in Junior Swimming charges but the amendment was lost.

In respect of the Report and Recommendations from the Independent Remuneration Panel, Members repeated a long-standing concern that they were placed in an invidious position in having to take a decision on their own remuneration. To that end, it was further recommended that their views be reported to central Government through the local Member of Parliament.

There was considerable Member interest in the Medium Term Financial Plan and robust discussion of a number of matters included within the proposed expenditure and savings and included amongst the unavoidable pressures highlighted within the report. The surrender of the lease on Threadneedle House by Barclays Bank and the subsequent decision to declare the property surplus and place it on the market was the subject of further debate. In the course of the debate, the issue of the money received from Barclays Bank in respect of dilapidations and the possibility of this money being clawed back by the Bank was raised. Officers stated their confidence that no such claw back would occur but undertook to verify this fact.

11<sup>th</sup> February 2014

**RESOLVED that**

**Housing Revenue Account Initial Estimates / Rent Setting 2014/15**

- 1) the draft 2014/2015 Estimates for the Housing Revenue Account attached to the report at Appendix A, be approved;
- 2) the actual average rent increase for 2014/2015 be 5.13% (3.2% RPI plus 1.93% due to rent restructuring);
- 3) £3.5m be transferred to a reserve as a Revenue Contribution to Capital to fund the future Capital Programme and repay borrowing;

**Fees and Charges 2014/15**

- 4) the fees and charges for 2014/15 as set out in Appendix 1- 9 to the report be approved; other than in cases where:-
  - a) fees or charges are statutory,
  - b) fees and charges are set externally, or
  - c) other Council- approved circumstances apply.;
- 5) the Head of Leisure and Cultural Services has delegation to alter the Leisure fees and charges by a variation of up to 30%

**Independent Remuneration Panel for Worcestershire District Councils – Annual Report and Recommendations 2014/15**

- 6) the Council has regard to the recommendations of the Independent Remuneration Panel;
- 7) the Council does not accept the recommendations of the Independent Remuneration Panel, set out in detail in Appendix 1 to its report, for the following allowances:

Basic  
Leader  
Deputy Leader  
Portfolio Holders  
Executive Members without Portfolio  
Chair of Overview and Scrutiny Committee  
Members of Overview and Scrutiny Committee

**Council**24<sup>th</sup> February 2014

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Chair of Overview and Scrutiny Task Groups  
Chair of Audit and Governance Committee  
Chair of Planning Committee  
Chair of Licensing Committee  
Chair of Standards Committee  
Political Group Leaders;

- 8) the Council accepts the Panel's recommendations for travel, subsistence and dependent carers allowances;
- 9) for 2014-15, the Basic and Special Responsibility Allowances continue at the level set for 2013-14, as set out in detail in the final column in appendix 1 to the Panel's report;
- 10) the Panel's recommendation relating to the Parish Council be noted;
- 11) a letter be written to Karen Lumley, M.P. requesting that she meet with The Rt. Hon. Eric Pickles M.P., Secretary of State for Communities and Local Government, and seek the establishment of an Independent Parliamentary Standards Authority-type body to oversee the setting of allowances for Councils nationally;

**Redditch Borough Council Response to Birmingham Development Plan Pre-Submission Consultation**

- 12) the Redditch Borough Council response (attached at Appendix 1 to the report) to the BDP Pre-Submission Draft be approved to be sent to Birmingham City Council; and

**Policy for Securing Repayment of Disabled Facilities Grants and Lifetime Loans**

- 13) repayment of Disabled Facilities Grants and Home Repair Assistance Lifetime Loans should be secured by means of registration on the Local Land Charges Register.

24<sup>th</sup> February 2014

The recommendations on the Medium Term Financial Plan 2014/15 – 2016/17 were the subject of the following named votes in accordance with Council Procedure Rule 17.5 and the recent guidance setting out central Government's expectation that at this year's budget meetings, all councils would adopt the practice of recorded votes. The Mayor agreed to take separate votes on resolutions 1 and resolutions 2 – 13, below

Members voting FOR the motion in respect of Resolution 1, below:

Councillors Joe Baker, Roger Bennett, Rebecca Blake, Michael Braley, Andrew Brazier, Juliet Brunner, David Bush, Michael Chalk, Greg Chance, John Fisher, Andy Fry, Carole Gandy, Adam Griffin, Bill Hartnett, Pattie Hill, Gay Hopkins, Wanda King, Alan Mason, Phil Mould, Brenda Quinney, Mark Shurmer, Yvonne Smith, Debbie Taylor and Pat Witherspoon.  
(24 votes)

Members voting AGAINST the motion in respect of Resolution 1, below:

None

Members abstaining from voting in respect of Resolution 1, below:

None.

Members voting FOR the motion in respect of Resolutions 2 - 13, below:

Councillors Joe Baker, Rebecca Blake, Greg Chance, John Fisher, Andy Fry, Bill Hartnett, Pattie Hill, Wanda King, Alan Mason, Phil Mould, Mark Shurmer, Yvonne Smith, Debbie Taylor and Pat Witherspoon.  
(14 votes)

Members voting AGAINST the motion in respect of Resolutions 2 - 13, below:

Councillor Michael Braley  
(1 vote)

Members abstaining from voting in respect of Resolutions 2 - 13, below:

Councillors Roger Bennett, Andrew Brazier, Juliet Brunner, David Bush, Michael Chalk, Carole Gandy, Adam Griffin, Gay Hopkins and Brenda Quinney.

Accordingly, the Motions were approved, and it was consequently

**Medium Term Financial Plan 2014/15 – 2016/17**

**RESOLVED that**

- 1) the bid for £25K for the Eastern Gateway be approved;**

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- 2) the budget for 2014/15 of £11.331M be approved;
- 3) the use of earmarked reserves of £1,196K be approved;
- 4) the unavoidable pressures detailed in appendix 2 of £335K be approved;
- 5) the savings detailed in appendix 3 of £786K be approved;
- 6) the Council Tax be increased by 1.9% for 2014/15;
- 7) it be noted that at its Executive Committee meeting on the 14th of January 2014 the Council calculated the following amounts for the year 2014/15 in accordance with regulations made under Section 33 (5) of the Local Government Finance Act 1992:

a) **24,656.96**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year (item T in the formula in Section 31B of the Local Government Finance Act 1992 as amended (the 'Act'));

b) **Feckenham Parish – 364.78**

being the amount calculated by the Council, in accordance with regulation 6 of the regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate (item TP in the formula in Section 34(3) of the Act);

- 8) the following amounts be now calculated by the Council for the year 2014/15 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

a) **£88,769,043**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account the precept issued by Feckenham Parish Council.

**(2014/15 Gross General Fund Expenditure)**

b) **£83,504,930**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

**(2014/15 Gross General Fund Income)**

c) **£5,264,113**

being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).

**(2014/15 Council Tax Requirement)**

d) **£213.49**

being the amount at 2 (c) above (item R) divided by the amount at 1 (a) above (item T), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of Council Tax for the year (including parish precept).

**(The average amount Band D properties pay for Redditch Borough Council services)**

e) **£8,300**

being the aggregate amount of all special items (Parish precepts) referred to in Section 34 (1) of the Act;

**(Feckenham Parish Precept)**

f) **£213.16**

being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) (item T) above, calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of Council Tax for dwellings in those parts of the area to which no special item relates.

**(The amount Band D properties pay (except within the Parish of Feckenham) for Borough Council Services)**

g) **£235.91**

being the amount given by adding to the amount at 2(f) above, the amount of the special item relating to the Parish of Feckenham, divided by the amount in 1(b) above (item TP), calculated by the Council, in accordance with Section 34 (3) of the Act, as the basic amount of its Council Tax for the year for dwellings in the Parish of Feckenham;

**(The amount Band D properties pay within the Parish of Feckenham for Borough Council Services including the Parish Precept)**

h)



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Valuation Band	Proportion of Band D tax paid	Part of Council's area	
		Parish of Feckenham £	All other parts of the Councils area £
<b>A</b>	6/9	<b>157.27</b>	<b>142.10</b>
<b>B</b>	7/9	<b>183.49</b>	<b>165.79</b>
<b>C</b>	8/9	<b>209.70</b>	<b>189.47</b>
<b>D</b>	1	<b>235.91</b>	<b>213.16</b>
<b>E</b>	11/9	<b>288.34</b>	<b>260.53</b>
<b>F</b>	13/9	<b>340.76</b>	<b>307.89</b>
<b>G</b>	15/9	<b>393.18</b>	<b>355.26</b>
<b>H</b>	18/9	<b>471.82</b>	<b>426.31</b>

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands;

- 9) **it be noted that, for the year 2014/15, Worcestershire County Council, the Police & Crime Commissioner for West Mercia and Hereford and Worcester Fire and Rescue Service have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:**

Valuation Band	Proportion of Band D tax paid	Precepting Authority		
		Worcestershire County Council £	Police & Crime Commissioner for West Mercia £	H & W Fire & Rescue Authority £
<b>A</b>	6/9	706.15	121.52	50.04
<b>B</b>	7/9	823.84	141.77	58.38
<b>C</b>	8/9	941.53	162.02	66.72
<b>D</b>	1	1,059.22	182.28	75.06
<b>E</b>	11/9	1,294.60	222.78	91.74
<b>F</b>	13/9	1,529.99	263.29	108.43
<b>G</b>	15/9	1,765.37	303.80	125.10

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H	18/9	2,118.44	364.55	150.11
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- 10) having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2014/15 for each of the categories of dwellings shown below:

Valuation Band	Proportion of Band D tax paid	Part of Council's area	
		Parish of Feckenham £	All other parts of the Council's area £
A	6/9	1,034.98	1,019.81
B	7/9	1,207.48	1,189.78
C	8/9	1,379.97	1,359.74
D	1	1,552.47	1,529.72
E	11/9	1,897.46	1,869.65
F	13/9	2,242.47	2,209.60
G	15/9	2,587.45	2,549.53
H	18/9	3,104.92	3,059.41

- 11) the level of General Fund balances to be utilised in 2014/15 be zero;
- 12) the Council's relevant basic amount of Council Tax for 2014/15 is not excessive in accordance with the principles determined for the year by the Secretary of State under Section 52ZB Local Government Act 1992; and
- 13) as the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2014/15 is excessive and the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Act 1992.

The Meeting commenced at 7.34 pm  
and closed at 8.55 pm

.....  
MAYOR, in the Chair



## Council

10<sup>th</sup> March 2014

## MINUTES

### Present:

Councillor Wanda King (Mayor), Councillor Pat Witherspoon (Deputy Mayor) and Councillors Joe Baker, Rebecca Blake, Andrew Brazier, Juliet Brunner, Michael Chalk, Simon Chalk, Greg Chance, Brandon Clayton, John Fisher, Andrew Fry, Carole Gandy, Bill Hartnett, Pattie Hill, Roger Hill, Gay Hopkins, Alan Mason, Brenda Quinney, Mark Shurmer, Yvonne Smith and Debbie Taylor

### Also Present:

Honorary Colonel 37 Signal Regiment, Major General John Crackett TD

2 Signal Group Commander, Colonel Simon Hutchinson MBE

Lieutenant Colonel Dominique Cairns TD

Major Carl Quincey, Captain Anthony Glover, Captain Martin Smith, Warrant Officer Class 1 Christopher Moore, Warrant officer Class 2 Mark Reynolds and Staff Sergeant Paul Hall.

### Officers:

K Dicks, C Felton, S Hanley, K-L Johnson and S Jones

### Committee Services Officer:

I Westmore

## 88. WELCOME

The Mayor opened the meeting and welcomed all present, most particularly the Council's distinguished guests, representatives of the 37<sup>th</sup> Signal Regiment led by Lieutenant Colonel Dominique Cairns TD and the Regiment's guests, Honorary Colonel 37<sup>th</sup> Signal Regiment, Major General John Crackett TD and 2 Signal Group Commander, Colonel Simon Hutchinson MBE. It was noted that this was only the third occasion on which the Freedom of the Borough of Redditch had been conferred.

.....  
MAYOR, in the Chair

**89. APOLOGIES**

Apologies for absence were received on behalf of Councillors Roger Bennett, Michael Braley, David Bush, Adam Griffin, Phil Mould, Luke Stephens and Derek Taylor.

**90. MOTIONS ON NOTICE**

A Notice of Motion had been submitted by the Leader of the Council, Councillor Bill Hartnett in accordance with Procedure Rule 11. The Motion was in respect of the admission of the 37<sup>th</sup> Signal Regiment to be Honorary Freemen of the Borough. This was seconded by Councillor Juliet Brunner.

Prior to the debate, the Council was upstanding for the entrance of its honoured guests, representatives of the 37<sup>th</sup> Signal Regiment of the Royal Corps of Signals.

Councillor Hartnett, in speaking to his proposition, informed the Council of the rich history of the Regiment and of its strong links with the Borough, having been based at Kohima House in the Moons Moat area of Redditch since 1992. It was also noted that this was an auspicious year in which to confer this honour in that 2014 marked the 50<sup>th</sup> Anniversary of the founding of Redditch New Town and also the 100<sup>th</sup> Anniversary of the start of The Great War. The Regiment had seen deployment around the world including, during the present month, in Afghanistan.

Councillor Juliet Brunner expressed her pleasure in being able to second this Motion adding that this was a proud day upon which the town could appreciate and validate the wonderful service of the men and women of the Regiment.

The Council took a vote on the admission of the 37<sup>th</sup> Signal Regiment of the Royal Corps of Signals to be Honorary Freemen of the Borough and the Council approved the proposition unanimously.

Lieutenant Colonel Dominique Cairns, Commanding Officer of the 37<sup>th</sup> Signal Regiment spoke in response to the conferring of this honour by the Council. Lieutenant Colonel Cairns stated that this represented an incredibly proud evening for the Regiment and went on to express her pride at being in charge of the Regiment on the occasion of the conferring of this great honour and also in her being a Reservist.

Lieutenant Colonel Cairns spoke briefly of the duties of the Regiment, mentioning that it bolstered regular forces during missions overseas whilst at the same time providing assistance and support locally, such as during the recent episodes of flooding in Southern England. Lieutenant Colonel Cairns ended by stating that

**Council**10<sup>th</sup> March 2014

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the Regiment considered itself an integral part of the local community and thanked the Mayor and the Council for the conferring of this honour.

**RESOLVED that**

1. **in pursuance of the provisions of Section 249 (5) of the Local Government Act 1972, the Council admit the 37<sup>th</sup> Signal Regiment of the Royal Corps of Signals to be Honorary Freemen of the Borough of Redditch, in recognition of the voluntary service of men and women who serve in the Borough with the Regiment, which is based at Kohima House, and that the Regiment's name be enrolled on the Freeman's roll;**
2. **the Common Seal of the Council be affixed to an Honorary Freedom Scroll to be presented to the Regiment as Honorary Freemen of the Borough; and**
3. **arrangements be made for a freedom march to be undertaken by the Regiment in the Borough.**

The Meeting commenced at 7.00 pm  
and closed at 7.16 pm

.....  
MAYOR, in the Chair



REDDITCH BOROUGH COUNCIL

**COUNCIL**

31<sup>st</sup> March 2014

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152. PAY POLICY 2014/15

**RECOMMENDED that**

**the Pay Policy as detailed in Appendix 1 to the report be approved.**





**EXECUTIVE  
COMMITTEE**

11<sup>th</sup> March 2014

**PAY POLICY STATEMENT 2014/15**

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	yes
Relevant Head of Service	Jayne Pickering, Executive Director, Finance and Resources
Ward(s) Affected	n/a
Ward Councillor(s) Consulted	n/a
Key Decision / Non-Key Decision	Non key

**1. SUMMARY OF PROPOSALS**

To enable Members to approve the Pay Policy for 2014/15

**2. RECOMMENDATIONS**

**The Executive Committee is requested to RECOMMEND that  
the Pay Policy as detailed in Appendix 1 to the report be approved.**

**3. KEY ISSUES**

- 3.1 The Localism Act requires English and Welsh local authorities to produce a Pay Policy statement ('the statement'). The Act requires the statement to be approved by Full Council and to be adopted by 31<sup>st</sup> March 2014 for the financial year 2014/15. The Pay Policy Statement for the Council is included at Appendix 1.

The Statement must set out policies relating to-

- (a) The remuneration of its chief officers,
- (b) The remuneration of its lowest-paid employees, and
- (c) The relationship between-
  - (i) The remuneration of its chief officers, and
  - (ii) The remuneration of its employees who are not chief officers.

The provisions within the Localism Act bring together the strands of increasing accountability, transparency and fairness in the setting of local pay.

**Financial Implications**

- 3.2 All financial implications have already been approved as part of the budget setting process and posts are fully budgeted for.

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COMMITTEE**

11<sup>th</sup> March 2014

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**Legal Implications**

3.3 These are already included in the report

**Service / Operational Implications**

3.4 There are no implications in relation to this report

**Customer / Equalities and Diversity Implications**

3.5 There are no implications in relation to this report

**4. RISK MANAGEMENT**

There are no implications in relation to this report

**5. APPENDICES**

Appendix 1 - Pay Policy 2014/15

**AUTHOR OF REPORT**

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## REDDITCH BOROUGH COUNCIL PAY POLICY STATEMENT

### Introduction and Purpose

1. Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This pay policy statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. It shall apply for the financial year 2014 – 2015 and each subsequent financial year, until amended.
2. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;
  - a. the methods by which salaries of all employees are determined;
  - b. the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
  - c. the Committee(s) responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and for recommending any amendments to the full Council
3. Once approved by the full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, in accordance with the relevant legislation prevailing at that time.

### Legislative Framework

4. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms. These directly relate salaries to the requirements, demands and responsibilities of the role.

### Pay Structure

5. The Council’s current pay and grading structure comprises grades 1 – 6, S01 – S02, and M01 – M04. There are also grades for Managers 1 - 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and Chief Executive; all of which arise from the introduction of shared services with Bromsgrove District Council and which specifically accommodate the joint management team for shared services.
6. Within every grade there are a number of salary / pay points (spinal column points). Up to and including spinal column point 49 (at scale M04) the Council uses the nationally negotiated pay spine. Salary points above this are locally determined. This current complete pay structure is set out below.

Grade	Spinal Column Points		Nationally determined rates	
			Minimum £	Maximum £
1	4	11	12,266	14,880
2	11	13	14,880	15,589
3	14	17	15,882	16,998
4	18	21	17,333	19,317
5	22	25	19,817	21,734
6	26	28	22,443	23,945
SO1	29	31	24,892	26,539
SO2	32	34	27,323	28,922
MO1	34	37	28,922	31,160
MO2	38	41	32,072	34,894
M03	42	45	35,784	38,422
M04	46	49	39,351	42,032
Manager 1	Hay evaluated	42%	51,500	53,600
Manager 2	Hay evaluated	43.7%	53,600	55,800
Manager 3	Hay evaluated	45.6%	55,800	57,750
Manager 4	Hay evaluated	47.1%	57,750	60,600
Head of Service 2	Hay evaluated	50%	61,250	63,750
Head of Service 1	Hay evaluated	60%	73,500	76,500
Director	Hay evaluated	67%	82,000	85,000

Executive Director	Hay evaluated	72.5%	89,000	92,500
Deputy Chief Executive	Hay evaluated	80%	98,000	102,000
Chief Executive	Hay evaluated		122,500	127,500

7. All Council posts are allocated to a grade based on the application of a Job Evaluation process. Posts on grades 1 – 6, S01 – S02, and M01 – M04 (the majority of employees) are job evaluated under a different scheme to posts on grades Manager 1- 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and Chief Executive. These latter posts are evaluated by an external assessor using the Hay Job Evaluation scheme. This scheme identifies the salary for these posts based on a percentage of Chief Executive salary. Where posts are identified as being potentially too 'large' and 'complex' for the majority scheme, they are double tested under the Hay scheme, and where appropriate, are taken into the Hay scheme to identify levels of pay.
8. In common with the majority of authorities the Council is committed to the Local Government Employers national pay bargaining framework in respect of the national pay spine and annual cost of living increases negotiated with the trade unions.
9. There have been no increases in the national pay spine since April 2013. There have been no increases to the pay rates for the Chief Executive or Chief Officers since April 2008.
10. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community; delivered effectively and efficiently and at all times those services are required.
11. The Council is currently undergoing consultation with the unions to implement a new Job Evaluation scheme, along with a new pay and grading model. This will replace the current majority scheme. The intention is to implement this fully during 2014-15. This would not change the overall approach to remuneration as outlined above.
12. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

13. For staff not on the highest point within the salary scale there is a system of annual progression to the next point on the band, which can be made subject to satisfactory performance.

#### Senior Management Remuneration

14. For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1<sup>st</sup> April 2013.
15. Redditch Borough Council is managed by a senior management team who manage shared services across both Redditch Borough and Bromsgrove District Councils. All of the posts listed below have been job evaluated on this basis, with the salary costs for these posts split equally between both Councils excluding the Head of Housing as this post does not provide support to Bromsgrove District Council and is therefore fully charged to Redditch Borough Council.

Title	% of Chief executive salary	Pay range (minimum)	Pay range (maximum)	Incremental points	Cost to Redditch Borough Council
Chief Executive	100%	£122,500	£127,500	3	£62,500
Director of Leisure, Environment and Community Services. (Also Deputy Chief Executive / Executive Director (Council 'lead officer'))	80%	£98,000	£102,000	3	£50,000
Director of Planning and Regeneration, Regulatory and Housing Services	72.5%	£89,000	£92,500	3	£45,375
Director of Finance and Resources. (Also section 151 Officer and Council 'lead' officer)	72.5%	£89,000	£92,500	3	£45,375
Head of Housing Services	50%	£61,250	£63,750	3	£63,750

Head of Customer Access and Financial Support	60%	£73,500	£76,500	3	£37,500
Head of Planning and Regeneration	60%	£73,500	£76,500	3	£37,500
Head of Transformation and Organisational Development	60%	£73,500	£76,500	3	£37,500
Head of Legal, Equalities and Democratic Services	60%	£73,500	£76,500	3	£37,500
Head of Environmental Services	60%	£73,500	£76,500	3	£37,500
Head of Leisure and Cultural Services	60%	£73,500	£76,500	3	£37,500
Head of Community Services	60%	£73,500	£76,500	3	£37,500

### Recruitment of Chief Officers

16. The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own equal opportunities, recruitment and redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.

17. Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers under such arrangements.

### Performance-Related Pay and Bonuses – Chief Officers

18. The Council does not apply any bonuses or performance related pay to its chief officers. Any progression through the incremental scale of the relevant grade is subject to satisfactory performance which is assessed on an annual basis.

**Additions to Salary of Chief Officers ( applicable to all staff)**

19. In addition to the basic salary for the post, all staff may be eligible for other payments under the Council's existing policies. Some of these payments are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties. The list below shows some of the kinds of payments made.
- a. reimbursement of mileage. At the time of preparation of this statement, the Council pays an allowance of 45p per mile for all staff, with additional or alternative payments for carrying passengers or using a bicycle;
  - b. professional fees. The Council pays for or reimburses the cost of one practicing certificate fee or membership of a professional organisation provided it is relevant to the post that an employee occupies within the Council.
  - c. long service awards. The Council pays staff an additional amount if they have completed 25 years of service.
  - d. honoraria, in accordance with the Council's policy on salary and grading. Generally, these may be paid only where a member of staff has performed a role at a higher grade;
  - e. fees for returning officer and other electoral duties, such as acting as a presiding officer of a polling station. These are fees which are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda;
  - f. pay protection – where a member of staff is placed in a new post and the grade is below that of their previous post, for example as a result of a restructuring, pay protection at the level of their previous post is paid for the first 12 months. In exceptional circumstance pay protection can be applied for greater than 12 months with the prior approval of the Chief Executive.
  - g. market forces supplements in addition to basic salary where identified and paid separately;
  - h. salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately;
  - i. attendance allowances.

**Payments on Termination**

20. The Council's approach to discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
21. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.



22. Redundancy payments are based upon an employee's actual weekly salary and, in accordance with the Employee Relations Act 1996, will be up to 30 weeks, depending upon length of service and age.

### **Publication**

23. Upon approval by the full Council, this statement will be published on the Council's website. In addition, for posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note on Officers Remuneration setting out the total amount of:
- a. Salary, fees or allowances paid to or receivable by the person in the current and previous year;
  - b. Any bonuses so paid or receivable by the person in the current and previous year;
  - c. Any sums payable by way of expenses allowance that are chargeable to UK income tax;
  - d. Any compensation for loss of employment and any other payments connected with termination;
  - e. Any benefits received that do not fall within the above.

### **Lowest Paid Employees**

24. The Council's definition of lowest paid employees is persons employed under a contract of employment with the Council on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1<sup>st</sup> April 2013, this is £12,266 per annum, which relates to the lowest point within the current grading structure. The grading will be subject to the implementation of the revised job evaluation scheme and pay model.
25. The Council also employs apprentices (or other such categories of workers) who are not included within the definition of 'lowest paid employees' (as they are employed under a special form of employment contract; which is a contract for training rather than actual employment).
26. The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
27. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that "it would not be fair or wise for the Government to impose a single maximum pay multiple across the public sector". The Council accepts the view that the relationship to median earnings is a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.
28. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [1:10.5] and; between the

lowest paid employee and average chief officer as [1:5.8]. The multiple between the median (average) full time equivalent earnings and the [Chief Executive] is [1:6.7] and; between the median (average) full time equivalent earnings and average chief officer is [1:3.8].

29. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

#### **Accountability and Decision Making**

30. In accordance with the Constitution of the Council, the Executive Committee and Overview and Scrutiny Committee are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.